



Tahoe Transportation
DISTRICT

Transit Asset Management Plan 2022

Tahoe Transportation District Transit Asset Management Plan (TAM) in compliance with Moving Ahead for Progress in the 21st Century (MAP-21) and The Infrastructure Investment and Jobs Act (IIJA) of 2021

Transit Asset Management Targets & Tahoe Fleet Replacement Fund – Performance Based Planning and Programming Requirements

In 2012, the Moving Ahead for Progress in the 21st Century Act (MAP-21) required Metropolitan Planning Organizations (MPOs) to establish and use a performance-based approach to transportation decision making and development of transportation plans. Each MPO must establish performance targets that address the MAP-21 transit asset management (TAM) performance measures by October 1st, 2018. The Tahoe Regional Planning Agency (TRPA), acting as the Tahoe Metropolitan Planning Organization (TMPO), will reassess and set TAM targets every four years for the Lake Tahoe Region through a collaborative process with both transit agencies, the Tahoe Transportation District (TTD) and Placer County operating Tahoe Truckee Area Regional Transit (TART). TRPA, TTD, and TART will cooperatively develop and share information related to transportation performance data and targets to be used in tracking progress toward attainment of critical outcomes for the Region.

MAP-21 Section 1103 defines asset management as a set of “actions that will achieve and sustain a desired state of good repair over the lifecycle of the assets at minimum practicable cost.” Advancing the State of the Art into the 21st Century through Public Private Dialogue” (FHWA and AASHTO, 1996), is as follows:

“Asset management is a systematic process of maintaining, upgrading, and operating physical assets cost-effectively. It combines engineering principles with sound business practices and economic theory, and it provides tools to facilitate a more organized, logical approach to decision-making. Thus, asset management provides a framework for handling both short- and long-range planning. Systematic integration of advanced and sustainable management techniques into a management paradigm or way of thinking.”

In short, transit asset management is a systematic process that helps manage assets and improve decision-making for allocating resources. The word “systematic” implies an orderly and proactive process rather than unplanned and reactive decisions that may not work out well in the long run. The goal of asset management is to manage transit assets and achieve SGR. Asset management supports capital investment planning and programming through evaluation, and improvement of the decision-making process by focusing on resource allocation and utilization. The important decision in asset management involves selecting the best way to leverage a limited amount of funding and obtain the best possible result. Functionality and effectiveness of a transit asset management system highly depends on defined objectives, and accurate, timely, complete, and current data. Primary focus on the long-term life cycle of the asset and its sustained performance, rather than on short-term, day-to-day aspects of the asset.

Tahoe Transportation District (TTD) falls in Tier II under the FTA final ruling. Tier II provider means a recipient that owns, operates, or manages one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a sub-recipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe. 625.5 As Tier II agencies, TTD and TART included in their TAM Plans an inventory of assets, a condition assessment of inventoried assets, a description of their decision support tools and methodology, and a prioritized list of investments. TRPA will incorporate each agency's TAM goals, performance measures, targets, and process into the regional performance-based planning process and TAM/SGR funding program

Thus, TTD is only required to provide the following:

1. Inventory of Capital Assets
2. Condition Assessment
3. Decision Support Tools
4. Investment Prioritization

However, TTD has produced the following information to support TAM.

MISSION STATEMENT

The Fleet and Facilities Department's mission is to provide safe, clean, reliable, and comfortable vehicles effectively and efficiently for use by its customers and operators.

STATE OF GOOD REPAIR (SGR)

SGR is defined as the condition at which a capital asset is able to operate at a "full level of performance"—that is, the asset can perform its designed function and does not pose an unacceptable safety risk to users. In defining SGR, one of the reasons FTA chose the aspirational approach of "full level of performance" is based on findings from Transit Cooperative Research Program (TCRP) Report 157, "State of Good Repair: Prioritizing the Rehabilitation and Replacement of Existing Capital Assets and Evaluating the Implications for Transit," which suggested a straightforward approach to defining SGR as "the point at which all of a transit agency's assets are in a good condition"—an ideal condition that can be measured by objective standards. Despite the transit industry's SGR backlog, it has been able to deliver more than 10 billion annual trips and, therefore, should reflect an aspirational condition beyond the status quo.

Assets sufficiently maintained at their full performance level are instrumental to TTD's ability to provide reliable service and minimize operating and maintenance costs over the lifecycle of buses, equipment, and facilities. This TAM Plan provides a process for performance planning and establishing the strategy for transit capital assets to be maintained in a state of good repair. Good TAM practices contribute to achieving SGR for your system.

Under the National TAM System, FTA is required to set SGR performance measures that provide a basis for agencies to determine whether assets are in a condition sufficient to operate at a full level of performance. FTA’s SGR performance measures are set by asset class, as shown below.

Table 1: Transit Asset Management Asset Categories

Asset Category	Examples	Performance Measure
Rolling Stock	Revenue service vehicles such as buses, cutaway buses, trolley buses, vans.	The percentage of revenue vehicles (by type) that exceed the useful life benchmark (ULB).
Equipment	Non-revenue service vehicles including automobiles, other rubber tire vehicles, and other steel wheel vehicles.	The percentage of non-revenue service vehicles (by type) that exceed the ULB.
Facilities	Administrative, maintenance, passenger, and parking facilities.	The percentage of facilities (by group) that are rated less than 3.0 on the Transit Economic Requirements Model (TERM)
Infrastructure *Not applicable in Tahoe	Fixed guideway, signal systems, and structures (bridges, tunnels, etc.).	The percentage of track segments (by mode) that have performance restrictions. Track segments are measured to the nearest 0.01 of a mile.

TTD has declared SGR is where all capital assets are functioning at their ideal capacity within their design life and are maintained to a condition of “Like New” for the life of the assets. All assets will be repaired as needed to bring the asset as close to “Like New” as possible for the FTA definition of the life of the asset.¹

By always maintaining the asset in a “Like New” condition, the asset’s cost per hour or cost per mile is more effectively controlled for the life of the asset. Alternatively, the cost to maintain the asset are greatly increased as the life the asset increases beyond the FTA definition due to breakdowns, the associated costs of the replacement parts, and down time associated with the breakdowns. TTD has determined that the cost associated with extending an asset’s life beyond the FTA definition places an unnecessary burden on the District and therefore the riding public.

Therefore, it is the goal of TTD to maintain all assets assigned in a “Like New” condition for the programmed life of the asset, and each asset should be replaced on the year that the asset is age eligible, or the condition assessment returns a value of “poor”.

TTD shall be responsible for ensuring that grant requests for the replacement of the assets are effectively prioritized support the operation of the system. The priority of funding shall follow

¹ The condition assessment is a systematic process of inspecting and evaluating the visual and/or measured condition of TTD assets. A well-established condition assessment process can help predict failure, identify unacceptable safety risks, initiate an evaluation of their root causes, and integrate directly with proactive planning for the investments required to maintain good performance on the most critical assets. ² The condition assessment will produce a condition rating for assets and should be assessed against the target set for the asset class. If a gap exists between the target and condition of the asset, activities and strategies required to bring assets to the targeted condition should then be identified in the plan

TTD’s mission to provide safe and reliable transportation to the Tahoe Basin. Safety is TTD’s highest priority, and the preservation of the fleet stands at a very high priority as well.

Therefore, the revenue rolling stock shall achieve the high priority; with the Transit System Program Manager ensuring staff submits grant requests when the asset reaches 75% of its lifecycle. However, if all grants are utilized to replace fleet, there will be no service. The Transit System Program Manager shall effectively prioritize the remaining non-revenue assets to support TTD goals.

The TTD will comply with that goal using the following controls and procedures.

ASSET CONTROL AND TAGGING SYSTEM

TTD utilizes The Reporting Solution as its Asset Control Management System. The Assets control system tracks all Capital Assets, items over \$5,000.00, from procurement to disposition. When items are procured, they are entered into The Reporting Solution as a Capital Asset. The Fleet and Facilities Manager is responsible for managing these assets and performing the preventative maintenance and repairs as needed.

Once the items are entered into The Reporting Solution a capital asset tag is placed on the item by TTD employees. The Asset tag number is entered into The Reporting solution along with the preventative maintenance intervals.

Yearly, these capital assets are reviewed by the Fleet and Facility Manager to perform condition assessments complying with State of Good Repair requirements of updates and the condition assessments are entered into The Reporting Solution and staff monitors the assessments via The Reporting Solution.

Regular Preventative Maintenance Inspections (PMI) will occur in compliance with each asset’s manufacturer’s recommendations. All inspections will be documented in The Reporting Solution to further track the condition of the asset using the following guide.

Table 2: Lake Tahoe Adjusted Useful Life Benchmark (ULB)

Vehicle Type		Tahoe Adjusted ULB (in years)
AO	Automobile	8
BU	Bus	12
CU	Cutaway bus	7
	Other rubber tire vehicles	10
VN	Small Cutaway/Van	5

Regional Transit Asset Management Targets

TTD set regional asset management targets through the next four fiscal years using the adjusted ULB and FTA’s Transit Economic Requirements Model (TERM) scale.

Table 3: Transit Economic Requirements Model (TERM) Scale

TERM Rating	Condition	Description
Excellent	4.8 – 5.0	No visible defects, near-new condition
Good	4.0 – 4.7	Some slightly defective or deteriorated components
Adequate	3.0 – 3.9	Moderately defective or deteriorated components
Marginal	2.0 – 2.9	Defective or deteriorated components in need of replacement
Poor	1.0 – 1.9	Seriously damaged components in need of immediate repair

Any defects identified, either through PMIs or from day-to-day use, shall also be documented in The Reporting Solution to help track the condition and life cycle cost of the asset.

Condition Assessment Reports shall be submitted to the Transit System Program Manager yearly, which shall be the basis for providing replacement funding on the year that each asset becomes age eligible.

As these assets become age eligible and or in need of replacement, TTD will prepare the appropriate documentation to facilitate such replacements.

Assets that have been replaced will be documented into The Reporting Solution and removed from the preventative maintenance cycle, and then they will be placed in auction or recycled. TTD currently uses various online sites and recycling vendors to handle asset disposition. Proceeds from the sale or recycling of disposed assets will be returned to TTD.

Cost Analysis Tool

TTD’s Fleet and Facilities Department uses a life cycle cost analysis tool as part of its decision-making process when establishing and making changes to preventative maintenance intervals. This enables TTD to analyze the cost effects of alternative practices over the life of the equipment.

CAPITAL ASSET PLAN

1. General

- 1.1 An asset which has either reached the end of its useful life, or for which early replacement will result in vastly improved safety, reliability, efficiency, and/or productivity, may be retired from service and disposed of according to FTA regulations in Circular 5010.1 E for Capital Assets.
- 1.2 Assets valued at \$5,000.00 or less may be retired or disposed of with the approval of the District Manager and reported back to the Board of Directors at the next available Board Meeting.
- 1.3 Assets valued at \$25,000 or less may only be retired or disposed of on the instructions of the District Manager and the Board of Directors must approve any disposal of surplus property valued at more than \$25,000.

- 1.4 FTA funded assets are governed by FTA rules and regulations in Circular 5010.1E.
- 1.5 Complete records shall be maintained on the disposition of all excess and retired assets by the Fleet and Facilities Manager in TTD's Management Information System (MIS).
- 1.6 Assets may be disposed of either through sale, trade, transfer, recycling, donation, scrap, or when irreparable damage results in an insurance loss.
- 1.7 Equipment Disposition per FTA Circular 5010.01E
- 1.8 Disposition before the end of Service life: For any disposition of rolling stock before the end of its service life, FTA is reimbursed its share of the proceeds from disposition. If revenue rolling stock is being removed from service before the end of its useful life, the return to FTA is the greater of the FTA share of the unamortized value of the remaining service life per unit, based on straight line depreciation of the original purchase price, or the Federal share of the sales price (even though the unamortized value is \$5,000 or less).
- 1.9 Retain and Use Elsewhere: When original or replacement equipment is no longer needed for the original project or program, it may be used by the TTD project or programs. FTA prior approval of this alternative is required. FTA retains its interest.
- 1.10 Value Over \$5,000: Disposition of Property with a Fair Market Value of More Than \$5,000.

After the useful life of federally assisted property is reached, or the property is no longer needed for the original Award, rolling stock and equipment with a current market value exceeding \$5,000 per unit, or unused supplies with a total aggregate fair market value of more than \$5,000, may be retained or sold. FTA is entitled to an amount calculated by multiplying the current market value, or proceeds from sale, by FTA's percentage of participation in the cost of the original purchase. Rolling stock and equipment that is sold may have the amount due FTA reduced by an amount of \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

- 1.11 Less than \$5,000 value: Equipment with a unit market value of \$5,000 or less or supplies with a total aggregate market value of \$5,000 or less, may be retained, sold, scrapped, or otherwise disposed of with no obligation to reimburse FTA, providing useful service life requirements have been met. TTD retains all records of these actions.

- 1.12 Like-Kind Trade-In or Offset Exchange: With prior FTA approval, TTD may elect to use the trade-in value or the sales proceeds to offset the cost of a replacement bus to acquire a replacement vehicle, applying 100 percent of the net proceeds to acquisition of the replacement vehicles. Remaining cost differences, if more than the proceeds, are to be met. Excess proceeds, if any, are returned to FTA minus a deduction for prorated local share.

FTA Region IX, 201 Mission Street, Suite1650

San Francisco, CA 94105-1839

Phone: (415) 744-3133

Fax: (415) 744-2726

- 1.13 Transfer to Public Agency for Non-Transit Use: With prior FTA approval, the grantee may follow procedures for publication in the Federal Register to transfer property (including land or equipment) to a public agency with no repayment to FTA.
- 1.14 Sell and Use Proceeds for Other Capital Projects: With prior FTA approval, the grantee may sell equipment or supplies and use the proceeds to reduce the gross project cost of other FTA eligible capital transit projects.
- 1.15 Unused Supplies: Disposition of unused supplies before the end of the industry standard life expectancy is determined in total aggregate fair market value and if found to exceed \$5,000, TTD shall compensate FTA for its share; or transfer the sales proceeds to reduce gross project cost of other capital projects.
- 1.16 Controllable assets will be reported on with the same method as FTA Funded assets. The TTD board of directors will approve disposal on assets valued above \$25,000, while the TTD District Manager will approve disposals of assets valued at \$25,000 or less.
- 1.17 Scrap: The asset to be disposed of may be sold as scrap whenever the property has no other resale value. Equipment that is functional, non-functional, or non-repairable may be scrapped if that scrapping that asset is in the best interest of the District.
- 1.18 Insurance Loss: Should the asset be irreparably damaged; the proceeds of the insurance claim should be used to replace the asset. If the asset were originally purchased with Federal funds, then the percentage of federal interest is either transferred to the replacement asset or if the asset is not replaced, FTA must be reimbursed its percentage share of the asset's book value prior to the asset's irreparable damage, if in excess of \$5,000.00.

- 1.19 Non-Profit Use: While FTA is particularly interested in encouraging incidental use as a means of supplementing transit revenues, non-profit uses are also permitted under certain circumstances. The TTD shall remain open to requests for donations of assets from Non-Profit agencies or groups. Donations will only be considered for those agencies or groups that will utilize the vehicles for providing a transportation service to the citizens of Washoe, Douglas, El Dorado, and Placer Counties, Carson City, and the City of South Lake Tahoe. Those agencies or groups that have the ability to provide support, of any type, to TTD shall have the highest consideration. Any donations to Non-Profits shall be subject to legal counsel review and concurrence.

2. EQUIPMENT DISPOSITION PROCEDURES AND RESPONSIBILITIES

- 2.1 The Fleet and Facility Manager is responsible for compiling a list of proposed disposals and sending the list of proposed disposals including asset numbers to the Transportation System Program Manager.
- 2.2 The Transportation System Program Manager will review the list and send a disposition report to the Chief Financial Officer (CFO) and District Manager asking for authorization to dispose of property or equipment, which shall include the description of the asset, summary of the condition, all original acquisition costs, Federal and State Grant participation ratio of costs, FTA Grant number, State Grant number, Description of current use of the property or equipment and the anticipated disposition or action proposed.
- 2.3 The Transportation System Program Manager will forward the list to the Fleet and Facilities Manager to begin the disposal process.
- 2.4 The Transportation System Program Manager will collaborate with staff for the creation of a Staff Report to the Board of Directors.
- 2.5 Staff will coordinate with the Clerk of the Board for scheduling to take the Staff Report to the Board of Directors as defined by Sections 1.1.1 and 1.1.2 of this policy, forwarding a copy to the TTD's District Manager.
- 2.6 Upon approval from the Board of Directors the Transportation System Program Manager will forward to staff the resolution for the Board.
- 2.7 Upon receipt of necessary paperwork from the Transportation System Program Manager the Fleet and Facility Manager will schedule the disposal, providing the title and registration to the buyer or scrap yard. Once the items have been sold the Fleet and Facility Manager will send an itemized list of sold goods with the check, made payable to Tahoe Transportation District Finance and Administration.
- 2.8 The Fleet and Facilities records the disposals and updates the fixed assets records.

3. LAND DISPOSTION-FTA CIRCULAR 5010.1E

- 3.1 TTD will prepare an inventory and utilization plan for land which includes property locations, summary of any conditions on the title, original acquisition costs, FTA and State or Local participation ratios and grant numbers, appraised value and date, and the anticipated disposition or action imposed.
- 3.2 When Real property is no longer needed for the originally authorized purpose, the grantee will request disposition instructions from FTA. Following are the allowable alternative disposition methods. 3.3 Sell and Reimburse FTS: Competitively market and sell the property and pay FTA its share of the fair market value of the property. This is the percentage of FTA participation in the original grant times the best obtainable price, net of reasonable sales costs.
- 3.4 Sell and Use Proceeds for Other Capital Projects: Sell property and use the proceeds to reduce the gross project cost of another FTA eligible capital transit project. The grantee is expected to record the receipt of the proceeds in the grantee's accounting system, showing that the funds are restricted for use in a subsequent capital project, and reduce the liability as the proceeds are applied to one or more FTA approved capital projects. The subsequent capital grant application should contain information showing FTA that the gross project cost has been reduced with proceeds from the earlier transaction.
- 3.5 Offset: Sell property and apply the net proceeds from the sale to the cost of replacement property under the same program. Return any excess proceeds to FTA.
- 3.6 Sell and Keep Proceeds in Open Project: If the grant is still open, the grantee may sell excess property and apply the proceeds to the original cost of the total real property purchased for that project.
- 3.7 Transfer to Public Agency for Non-Transit Use: Follow procedures for publication in Federal Register to transfer property (land or equipment) to public agency with no repayment to FT A. This is a competitive process and there is no guarantee that a particular public agency will be awarded the excess property.
- 3.8 Transfer property to another FTA eligible project: The Federal interest continues although TTD updates the capital asset records to reflect the changes in the project and the funding sources.
- 3.9 3.1.8 Retain Title with Buyout: Compensate FTA by computing percentage of FTA participation in the original purchase. Multiply the current fair market

value of the property by this percentage. The grantee must document the basis for value determination; typically, this is an appraisal or market survey.

- 3.10 Non-Profit Use: While FTA is particularly interested in encouraging incidental use as a means of supplementing transit revenues, non-profit uses are also permitted under certain circumstances. TTD shall remain open to the requests for donation from Non-Profit agencies or groups. Those agencies or groups that have the ability to provide support, of any type, to TTD shall have the highest consideration. Any donations to Non-Profits shall be subject to legal counsel review and concurrence.

4. SALES

- 4.1 Sales procedures shall be followed that provide for competition to the extent practicable and result in the highest possible return of the appraised fair market value.
- 4.2 In general, an asset to be disposed of shall be sold at public auction. The Board may authorize other methods of public sale when appropriate. Private sales are not permissible.
- 4.3 To ensure maximum yield, the bidding at the auction shall be open and competitive. A "sealed bid" auction shall not be used.
- 4.4 Equipment that is non-functional and non-repairable may be scrapped.

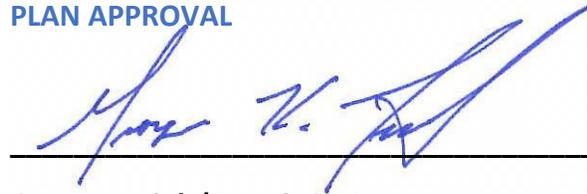
5. INSURANCE LOSS

- 5.1 Should the asset be irreparably damaged; the proceeds of the insurance claim should be used to replace the asset. If the asset were originally purchased with federal funds, then:
- 5.2 The percentage of federal interest is either transferred to the replacement asset, or,
- 5.3 If the asset is not replaced, the FTA must be reimbursed its percentage share of the asset's book value prior to the asset's irreparable damage, if in excess of \$5,000.00. RESPONSIBLE PARTY Responsibility for implementation and of this Plan rests with the responsible employee for each facility or designee. Changes to this plan must be authorized by TTD's District Manager and must comply with FTA regulations.

RESPONSIBLE PARTY

Responsibility for implementation and of this Plan rests with the responsible employee for each facility or designee. Changes to this plan must be authorized by TTD's District Manager and must comply with FTA regulations.

PLAN APPROVAL



George K Fink (Transit System Program Manager)

10JAN23

Date

APPENDICES

- A. Equipment Inventory and Intervals for PMI
- B. Organization Chart
- C. Preventive Maintenance Inspection Checklists
- D. Contracts issued for Facility Equipment Maintenance repairs.

Appendix A Equipment Inventory and Intervals for PMI

TTD Fixed Asset Listing FY23 https://tahoe transportation.sharepoint.com/sites/Data/Shared Documents/FINANCIAL/Grants Billing/Triennial Review Worksheets/4 - Satisfactor												
#	Service	Orig Date	DESCRIPTION	VIN	Tag #	Life in month	Cost Basis	Year End Date	Months from Acquisition to Year	When Asset is Fully Depreciate	Days365!	
											Year	Month
Transportation Fund Equipment:												
6/30/2011	8/23/2004	8/23/2004	Bus Shelter Ski Run	SW Corner Ski Run/Spruce	32	38	7,920.38	7/31/2022	133	8/23/2014		
6/30/2011	8/23/2004	8/23/2004	Bus Shelter Ski Run	SE Corner Ski Run/Willow	33	38	7,920.38	7/31/2022	133	8/23/2014		
6/30/2011	8/23/2004	8/23/2004	Bus Shelter Lakeland Village	3535 LTB (Heidi's)	34	38	7,920.38	7/31/2022	133	8/23/2014		
6/30/2011	8/23/2004	8/23/2004	Bus Shelter Hwy 89 Sky Forest Acres - Moved to Middle School	50 Emerald Bay Road	35	38	7,920.38	7/31/2022	133	8/23/2014		
6/30/2011	10/1/2005	10/1/2005	Smart Card-Fare mgmt Sys	Tart Has	51	51	2,976.94	7/31/2022	110	7/1/2015		
84	6/30/2011	2/22/2008	2007 Glavel Titan	1GBLSV1907E418859	31	104	92,370.21	7/31/2022	133	2/21/2020		
6/30/2011	10/16/08	2007 Bluebird CA RE 3505S Diesel	1BDJBRXA97E255195	17	112	170,398.15	7/31/2022	133	10/23/2020			
6/30/2011	10/23/08	2007 Bluebird CA RE 3505S Diesel	1BDJBRXA07E255196	21	112	170,754.63	7/31/2022	133	10/23/2020			
84	6/30/2011	8/8/08	2008 Ford Aerotech	1FD4E455X8DA86129	5	109	26,557.87	7/31/2022	133	8/8/2020		
6/30/2011	2/4/2010	2009 NABI Model: 35LFW -15 Diesel	1N93S15189A140200	40	127	282,066.49	7/31/2022	133	2/1/2022			
6/30/2011	2/4/2010	2009 NABI Model: 35LFW -15 Diesel	1N93S1519A140201	43	127	282,066.49	7/31/2022	133	2/1/2022			
6/30/2011	2/4/2010	2009 NABI Model: 35LFW -15 Diesel	1N93S1519A140202	42	127	282,066.49	7/31/2022	133	2/1/2022			
6/30/2011	2/4/2010	2009 NABI Model: 35LFW -15 Diesel	1N93S1519A140248	44	127	282,066.49	7/31/2022	133	2/1/2022			
08/19/10	08/19/10	Coats 6275 Mobile Hand Spin Balancer	1005A02022	51	60	5,199.00	7/31/2022	143	8/19/2015			
08/19/10	08/19/10	Coats CHD 4730 HD Tire Changer REPLACED BY:	GAED910345	52	60		7/31/2022					
08/19/10	08/19/10	Coats CHD-6330 HD Tire Changer	10-3853015	60	60	8,150.00	7/31/2022	143	8/19/2015			
08/19/10	08/19/10	Coats 143935 5-11.25 Adapter for Spin Balancer	3 Adapters, Sm, Med, Lg	N/A	60	< \$5,000	7/31/2022	143				
08/19/10	08/19/10	Sefac Mobile Column Lift # 1	Model 1200M65	47	60	4,350.00	7/31/2022	143	8/19/2015			
08/19/10	08/19/10	Sefac Mobile Column Lift # 2	Model 1200M65	49	60	4,350.00	7/31/2022	143	8/19/2015			
08/19/10	08/19/10	Sefac Mobile Column Lift # 3	Model 1200M65	50	60	4,350.00	7/31/2022	143	8/19/2015			
08/19/10	08/19/10	Sefac Mobile Column Lift # 4	Model 1200M65	48	60	4,350.00	7/31/2022	143	8/19/2015			
02/17/11	02/17/11	2009 Starcraft	1FD4E45568D852031	58	41	25,133.00	7/31/2022	137	7/17/2014			
10/31/11	10/31/11	Server/Server License			36	3,379.57	7/31/2022	129	10/31/2014			
12/01/11	12/01/11	CA Bus Shelter - Paradise Ave	CA Bus Shelter - Paradise Ave	88	120	14,300.00	7/31/2022	128	12/1/2021			
12/01/11	12/01/11	CA Bus Shelter - Wildwood Ave #1 - Eastbound	CA Bus Shelter - Wildwood Ave #1 - Eastbound	89	120	24,295.00	7/31/2022	128	12/1/2021			
12/01/11	12/01/11	CA Bus Shelter - Wildwood Ave #2 - Westbound	CA Bus Shelter - Wildwood Ave #2 - Westbound	90	120	24,295.00	7/31/2022	128	12/1/2021			
12/01/11	12/01/11	CA Bus Shelter - US 50 / Pioneer	CA Bus Shelter - US 50 / Pioneer	91	120	13,000.00	7/31/2022	128	12/1/2021			
04/25/12	04/25/12	2012 Glaval Entourage CNG Conv / Farebox / Security Cameras	1FDGF5GY0CEA99041	98	108	168,628.00	7/31/2022	123	4/25/2021			
05/01/12	05/01/12	GFI Farebox Bus 3314		96	36	14,151.65	7/31/2022	123	5/1/2015			
05/01/12	05/01/12	GFI Farebox Bus 3315		179	36	14,151.65	7/31/2022	123	5/1/2015			
05/01/12	05/01/12	GFI Farebox Bus 3316		144	36	14,151.65	7/31/2022	123	5/1/2015			
05/01/12	05/01/12	GFI Hardware/Software		36	36	45,275.00	7/31/2022	123	5/1/2015			
05/01/12	05/01/12	NV Bus Shelter - 207 Shady Lane		289	120	28,310.00	7/31/2022	123	5/1/2022			
05/01/12	05/01/12	NV Bus Shelter - SR 207 / SR 206 #1		290	120	29,910.00	7/31/2022	123	5/1/2022			
05/01/12	05/01/12	NV Bus Shelter - SR 207 / SR 206 #2		291	120	29,910.00	7/31/2022	123	5/1/2022			
06/30/12	06/30/12	Microsoft NAV - Financial Software (50%)		60	60	29,696.68	7/31/2022	121	6/30/2017			
06/30/12	06/30/12	GFI Farebox Bus 3297		280	36	15,814.69	7/31/2022	121	6/30/2015			
06/30/12	06/30/12	GFI Farebox Bus 3298		172	36	15,814.69	7/31/2022	121	6/30/2015			
06/30/12	06/30/12	GFI Farebox Bus 3301		134	36	15,814.69	7/31/2022	121	6/30/2015			
06/30/12	06/30/12	GFI Farebox Bus 3302		175	36	15,814.69	7/31/2022	121	6/30/2015			
06/30/12	06/30/12	GFI Farebox Bus 3303		148	36	15,814.70	7/31/2022	121	6/30/2015			

2022 Transit Asset Management (TAM) Plan
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7/11/2012	7/11/2012	Trolley	4UZA980T9DCA5346	108	229,350.00	7/31/2022	121	7/11/2021
7/20/2012	7/20/2012	Sand Harbor Gate		60	26,229.00	7/31/2022	120	7/20/2017
8/21/2013	8/21/2013	Genfare Portable Data Unit		60	18,300.00	7/31/2022	107	8/21/2018
8/21/2013	8/21/2013	Genfare 15 - 41" Odyssey Electronic Fareboxes Incl \$7480 Installation		120	183,262.50	7/31/2022	107	8/21/2023
8/21/2013	8/21/2013	Genfare 4 - 36" Odyssey Electronic Fareboxes Incl \$1870 Install		120	48,870.00	7/31/2022	107	8/21/2023
8/21/2013	8/21/2013	Genfare - 1 - PEM Dispenser Z/Smart Card		60	16,845.00	7/31/2022	107	8/21/2018
10/31/2013	10/31/2013	NV Shelter		120	45,000.00	7/31/2022	105	10/31/2023
10/31/2013	10/31/2013	CA Shelter - Visitor Ctr		120	60,165.00	7/31/2022	105	10/31/2023
10/31/2013	10/31/2013	CA Shelter - El Dorado Beach		120	48,005.00	7/31/2022	105	10/31/2023
10/31/2013	10/31/2013	CA Shelter - Library		120	63,815.00	7/31/2022	105	10/31/2023
10/31/2013	10/31/2013	CA Shelter - Ski Run		120	48,117.50	7/31/2022	105	10/31/2023
1/23/2014	1/23/2014	CA Shelter to Pioneer #1 (Includes 1 prev STATA from WIP)		120	5,625.00	7/31/2022	102	1/23/2024
1/23/2014	1/23/2014	CA Shelter to Pioneer #2 (Includes 1 prev STATA from WIP)		120	5,624.99	7/31/2022	102	1/23/2024
1/23/2014	1/23/2014	CA Shelter to Pioneer #3 (Includes 1 prev STATA from WIP)		120	5,624.99	7/31/2022	102	1/23/2024
3/26/2014	3/26/2014	4 Post Lifts		60	29,437.28	7/31/2022	100	3/26/2019
10/24/2014	10/24/2014	Yard Security Cameras including installation		36	14,092.02	7/31/2022	93	10/24/2017
11/30/2014	11/30/2014	Farebox Portable Data Unit w/ freight		60	18,945.00	7/31/2022	92.00	10/30/2019
11/12/2014	11/12/2014	GFI 7 - 36" Odyssey Fareboxes Incl Freight		120	95,454.87	7/31/2022	93	11/12/2024
11/12/2014	11/12/2014	GFI 5 - 41" Odyssey Fareboxes Incl Freight		120	67,510.00	7/31/2022	93	11/12/2024
11/12/2014	11/12/2014	GFI 3 - 36" Odyssey Fareboxes		120	41,143.13	7/31/2022	93	11/12/2024
3/30/2015	3/30/2015	2006 Aerotech 220 Chevy Duramax Diesel (Replace ARRA Bus)	1GBLGI312561230383	60	25,670.00	7/31/2022	88	3/30/2020
07/31/15	07/31/15	2015 Eldorado Aero Elite 320 From WIPS	SWEASAAAM3FH744592	84	132,197.34	7/31/2022	84	7/31/2022
07/31/15	07/31/15	2015 Eldorado Aero Elite 320 From WIPS	SWEASAAAM3FH744588	84	132,197.34	7/31/2022	84	7/31/2022
07/31/15	07/31/15	2015 Eldorado Aero Elite 320 From WIPS	SWEASAAAM3FH744589	84	132,197.34	7/31/2022	84	7/31/2022
07/31/15	07/31/15	2015 Eldorado Aero Elite 320 From WIPS	SWEASAAAM3FH744590	84	132,197.34	7/31/2022	84	7/31/2022
07/31/15	07/31/15	2015 Eldorado Aero Elite 320 From WIPS	SWEASAAAM3FH744591	84	132,197.34	7/31/2022	84	7/31/2022
07/31/15	07/31/15	2015 Eldorado Aero Elite 320 From WIPS	SWEASAAAM3FH744592	84	132,197.34	7/31/2022	84	7/31/2022
12/7/2015	12/7/2015	2015 Eldorado Aero Tech 220	1GBB85BL7E1243600	60	93,740.01	7/31/2022	80	12/7/2020
12/7/2015	12/7/2015	2015 Eldorado Aero Tech 220	1GBB85BL8E1242620	60	93,740.01	7/31/2022	80	12/7/2020
12/7/2015	12/7/2015	2015 Eldorado Aero Tech 220	1GBB85BL6E1243426	60	93,740.01	7/31/2022	80	12/7/2020
12/31/2015	12/31/2015	2003 Ford Econoline Van	1FT5S34L5H894121	48	5,098.00	7/31/2022	79	12/31/2019
1/29/2016	1/29/2016	Braun Wheelchair Lift Bus 103		60	5,091.70	7/31/2022	78	1/29/2021
3/21/2016	3/21/2016	Ecolane DRT Software System		60	11,400.00	7/31/2022	76	3/21/2021
3/21/2016	3/21/2016	Ecolane MDT Software for Android		60	9,600.00	7/31/2022	76	3/21/2021
01/31/14	01/31/14	2014 Chevy Equinox Transfer from General Fund to TO Fund on 7/1/2016		60	21,898.25	7/31/2022	102	1/31/2019
8/16/2017	8/16/2017	Mohawk Aligner		60	13,782.83	7/31/2022	60	8/16/2022
8/16/2017	8/16/2017	Mohawk 4 Sensor Set Cordless HD		60	12,650.92	7/31/2022	60	8/16/2022
10/20/2017	10/20/2017	Mobile Vault (Pumpkin)		60	41,536.56	7/31/2022	57	10/20/2022
11/3/2017	11/3/2017	Bobcat		60	56,378.00	7/31/2022	57	11/3/2022
10/20/2017	10/20/2017	Mobile Vault (Pumpkin) - Freight from Oct Delivery booked in Feb		60	505.00	7/31/2022	57	10/20/2022
2/23/2018	2/23/2018	2 - Set of 4 Jack Lifts		60	84,256.19	7/31/2022	53	2/23/2023
2/27/2018	2/27/2018	2018 Toyota RAV 4	JTMRIREV81D198866	60	29,888.51	7/31/2022	53	2/27/2023
3/26/2018	3/26/2018	2018 Chevy Silverado	1GCKUEV51Z248645	60	37,766.51	7/31/2022	52	3/26/2023
7/9/2018	7/9/2018	Heavy Duty Code Reader (Diagnostic Machine)	4901990091	60	5,327.08	7/31/2022	49	7/9/2023
1/7/2019	1/7/2019	Heavy Duty Code Reader (Diagnostic Machine) booked in Sept	1FT7X2B65KED68719	60	2,720.74	7/31/2022	43	1/7/2024
2/15/2019	2/15/2019	2019 Ford F 250 S-DTY		60	35,601.00	7/31/2022	42	2/15/2024
5/31/2019	5/31/2019	Shelter for Vault (Pumpkin)		60	7,350.00	7/31/2022	38	5/31/2024
6/17/2019	6/17/2019	2019 19' Electric Scissor Lift	GS30P-187354	60	12,200.00	7/31/2022	37	6/17/2024
07/27/19	07/27/19	AC Recovery Machine		30	6,679.42	7/31/2022	37	6/17/2024
		Nabl Engine Replacement for Bus 3311 into service		30	47,626.89	7/31/2022	36	2/1/2022
10/1/2019	10/1/2019	LTCB Mobility Hub		240	1,450,561.80	7/31/2022	34	10/1/2039
12/10/2019	12/10/2019	A-Z Bus Sales - Lift Assembly		36	5,057.75	7/31/2022	32	12/10/2022
12/31/2019	12/31/2019	Nabl Eng Replacement Bus 3312 Parts Excl Labor		25	46,982.14	7/31/2022	31	2/1/2022
1/17/2020	1/17/2020	Wheel Chair Ramp- NFL Parts		36	9,702.50	7/31/2022	30	1/17/2023

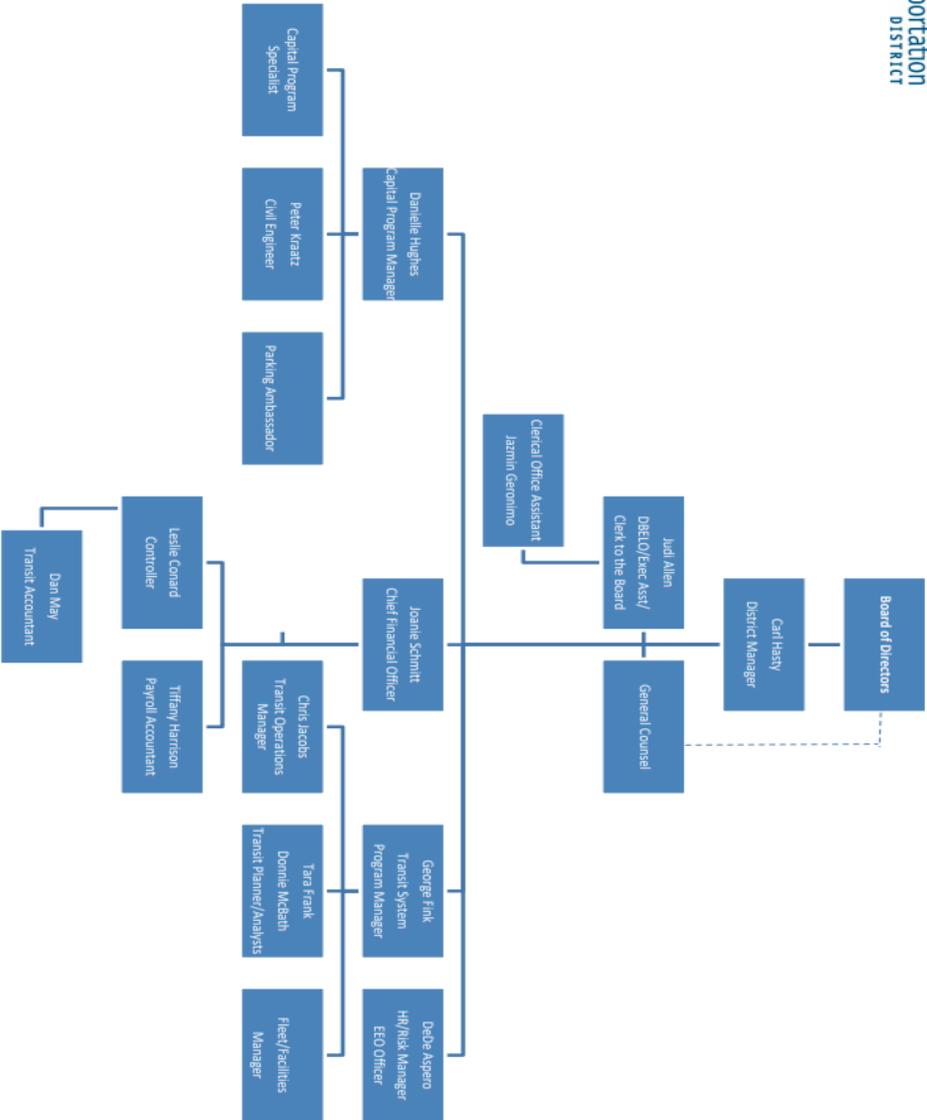
2022 Transit Asset Management (TAM) Plan
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2/4/2020	Power Washer	60	24,996.19	7/31/2022	30	2/4/2025
2/7/2020	Wheel Chair Lift - NFL Parts	36	21,874.33	7/31/2022	30	2/7/2023
3/5/2020	Wheel Chair Ramp - NFL Parts	36	9,702.50	7/31/2022	29	3/5/2023
07/06/20	Wheel Chair Lift - NFL Parts	36	9,702.50	7/31/2022	25	7/6/2023
8/1/2020	Video Playback System-Rack Mount Server	36	5,899.90	7/31/2022	24	8/1/2023
08/09/20	Bigou Shelter Construction	60	17,265.00	7/31/2022	24	8/9/2025
10/1/2020	Wheelchair Ramp - NFL Parts	36	9,702.50	7/31/2022	22	10/1/2023
11/19/20	Nabi Eng Replacement Bus 3313 Parts Excl Labor	14	49,439.80	7/31/2022	20	2/1/2022
12/31/20	LTC Mobility Hub	225	11,475.00	7/31/2022	19	10/1/2039
09/01/21	Portable Data Unit	36	6,526.02	7/31/2022	11	9/1/2024
12/2/2021	Nabi Eng Replacement Bus 3310 - Western NV/Kenworth	2	47,402.44	7/31/2022	8	2/1/2022
6/1/2022	Wheelmaster Kit (Torque gun and Sales Tax)	60	8,836.72	7/31/2022	2	6/1/2027

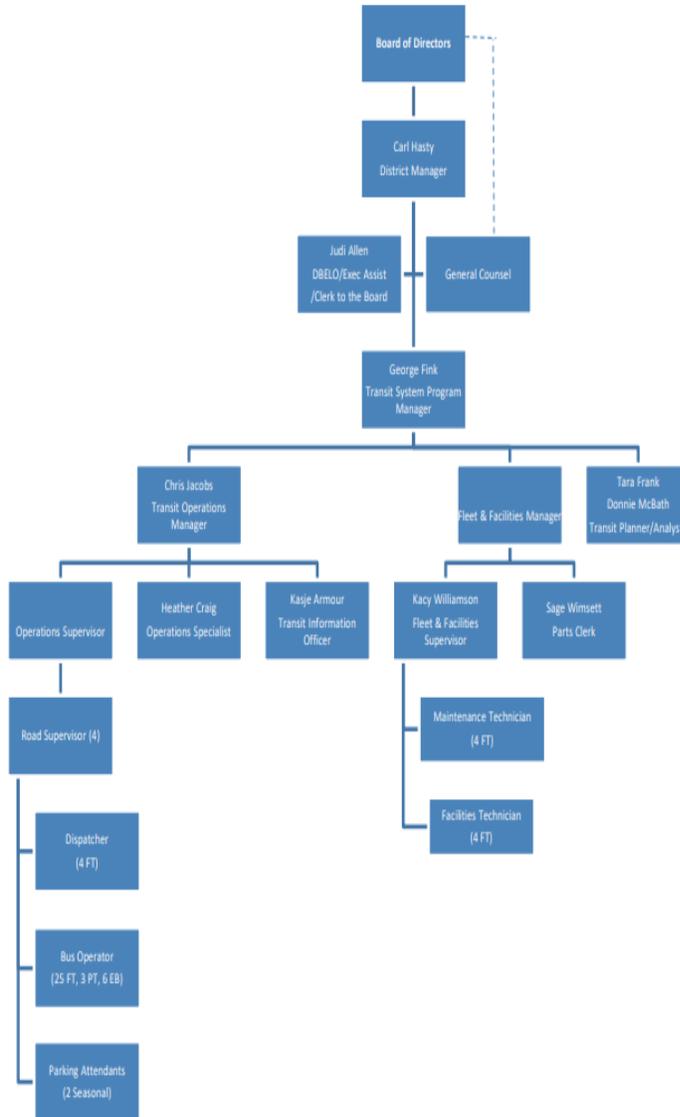
Appendix B Organizational Chart



**Tahoe Transportation District
Organizational Chart - Admin**



Organizational Chart - Transit



Appendix C Preventive Maintenance Inspection Checklists

- Per manufacturer specifications and/or as specified in the Vehicle Maintenance Plan (VMP).

Vehicle Maintenance Plan



**September
2022**

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VEHICLE MAINTENANCE PLAN

SUBJECT

This document serves as the Vehicle Maintenance Plan (Plan) for the TTD non-revenue and revenue vehicles used for its transit operations.

The Tahoe Transportation District service is named TTD. TTD provides various services by area. The list below identifies the service as well as the annual mileage that each sub fleet travels each year. The mileage numbers are used as the driving force for all the maintenance functions listed in this document.

Fixed Route Fleet operates	810,402 Miles annually.
Paratransit Fleet operates	91,173 Miles annually.

Combined Total Miles of all Sub fleets	825,892 Miles annually.
After Training and Maintenance use	860,955 Miles annually.

TTD transit service is currently operated by TTD staff. The maintenance functions on all transit vehicles are also performed by TTD staff.

BACKGROUND

In carrying out its responsibilities as a transit provider, TTD, as a Federal Transit Administration (FTA) grantee, acquired a number of vehicles used to administer, operate and maintain transit services. Providing adequate maintenance for these vehicles is an on-going process and is not accomplished without substantial cost and effort. TTD relies on FTA financial support to assist in this effort and developed this Maintenance Plan to comply with FTA requirements.

REFERENCES

FTA C.5010.1D, Chapter IV, Equipment, Supplies and Rolling Stock – Management: “Adequate maintenance procedures must be developed and implemented to keep the property in good condition. These procedures should be consistent with the maintenance plan required of grantees for equipment funded

under 49 USC 5309 and 5307 and should be documented and available for audit or triennial review.”

FTA C9030.1D, Urbanized Area Formula Program: “FTA has established several policies that are meant to ensure that buses purchased or leased with Federal funds are maintained and remain in transit use for a minimum normal service life and to ensure that the buses acquired are necessary for regularly scheduled transit revenue service (i.e., to meet peak service requirements with a reasonable allowance for spares).”

POLICY

TTD shall have a current, written maintenance plan. The plan shall:

- Incorporate actions to maintain each vehicle type and model on a specific cycle.
- Identify the goals and objectives of the maintenance program
- Define the maintenance organization
- Assign responsibility for on-going maintenance
- Specify the maintenance activities
- Establish appropriate maintenance and inspection intervals
- Ensure performance efficacy, accountability and responsibility

PURPOSE

This maintenance plan puts written guidelines in place to ensure that an effective vehicle maintenance program is being implemented, ensuring that the federal, state, and local investments are being protected. In addition, this plan ensures that TTD assets remain in “Like New” condition while in service, providing reliable service to its customers. The plan outlines the

Maintenance Department's responsibilities to perform preventive maintenance and non-routine repair services on all TTD vehicles.

MISSION STATEMENT

"To provide outstanding customer support through state-of-the-art repair and vigorous preventive maintenance processes."

GOAL AND OBJECTIVES

TTD has a vehicle maintenance program in place that supports the following goals and objectives:

- Extending the vehicle life
- Reducing the frequency of road calls and meeting or exceeding a goal of 10,000 miles between failures
- Keeping the Vehicle Out of Commission (VOC) rate at or below 10%
- Tracking maintenance cost compared to total operating cost
- Complying with all Federal, State, and local laws and regulations

VEHICLES

TTD owns a variety of vehicles used in the provision of transit service to the residents and riding public of the Tahoe Basin and surrounding areas. A complete inventory of vehicles is included as Appendix A.

FACILITIES

MAINTENANCE OPERATIONS

TTD maintains maintenance operations and offices at 1663, 1669, and 1679 Shop Street, South Lake Tahoe, California. All of TTD vehicles are maintained at this facility.

ADMINISTRATION

The Tahoe Transportation Administration is located at 128 Market Street, Suite 3F Stateline, Nevada 89449 and houses the administrative functions as well as the ticket sales.

Transit Center/Mobility Hub

TTD currently has two transit centers and 1 mobility hub: the Stateline Transit Center located at 4114 Lake Tahoe Boulevard, South Lake Tahoe, California, and the South Y Transit Center at 1000 Emerald Bay Road, South Lake Tahoe, California, and the Mobility Hub at 1 College Drive, South Lake Tahoe, California.

SAFETY PROGRAM

- TTD mission of maintaining competitive cost is achieved in part by minimizing costs due to accidents.
- TTD goal of compliance is achieved in part by compliance with all safety-related laws, codes, and regulations. TTD also realizes that compliance is the minimum and will strive to exceed minimum safety requirements when appropriate.
- TTD accomplishes the above through the implementation of an Injury and Illness Prevention Program, Personal Protective Equipment Program, Lock-out Tag-out Program, and Hazard Communication Program.

ORGANIZATION

The Maintenance Department has organizational responsibility for vehicle maintenance, inspections, and repairs. It is staffed with the following personnel:

- **Vehicle Maintenance Manager (VMM)** – responsible for the overall operations of the department
- **Vehicle Maintenance Supervisor (VMS)** – responsible for day-to-day operations of the Maintenance Department and the shifts they have been assigned. In addition, supervisors are responsible for all the documentation relating to the vehicles including warranty claims, work orders, and inspection tracking. The VMS is also responsible for all the documentation relating to the employees including disciplinary action, attendance, and emergency contacts.
- **Equipment Mechanics** – assigned duties from the shift supervisor. The duties are related to maintenance of the vehicles.
- **Parts/Stores Specialists** – assigned duties from the day shift supervisor. The duties are related to the parts ordering and stocking of parts used on TTD-owned equipment.

A current organization chart with names of staff is included in Appendix B.

CATEGORIES

Vehicle repairs and preventive maintenance fall into three (3) basic categories:

PREVENTIVE MAINTENANCE PROGRAM - A well-defined and prudently managed Preventive Maintenance Program is the corner stone of every successful fleet operation.

The goal of a well-run Preventive Maintenance Program is to have limited In-Service Failures (Road Calls) Between Preventive Maintenance Inspections. The mileage goal of this maintenance program is 10,000 miles between road calls, which is above the national average goal of miles between road calls. TTD will respond to the request for a road call immediately.

PREVENTIVE MAINTENANCE PROGRAM FOR ACCESSIBLE EQUIPMENT – All of the TTD Transit vehicles are equipped with accessible features which are included in the Preventive Maintenance Inspections. Any discrepancies noted are repaired immediately according to Manufacturers recommendations. Copies of the inspection checklists are included in Appendix C.

A typical Preventive Maintenance Inspection (PMI) will include, but not be limited to:

- Engine oil and filter change
- Fuel and Air Filter change
- Transmission oil and filter change
- Differential oil change
- HVAC inspection and or service
- Wheelchair Lift/Ramp inspection and or service
- Lube chassis
- Bumper to bumper safety inspection
- Brake inspection
- Security Camera inspections
- Head sign inspection

In addition, the PMI will include the multi-item check list that touches on every wear item/system on the bus, followed by a road test to verify the serviceability of the bus. Inspection of all electrical equipment including video cameras, farebox, destination signs and radios is performed at this time.

The mileage indicators as shown on Page 11 (Preventive Maintenance Inspections), and the results of oil analyses regulate the PMI due dates.

The second part of every Preventive Maintenance Program is the defect repair work, which is every bit as critical to the success of a Preventive Maintenance Program as the inspection process itself. The quality of the repair work performed is the key to meeting the goal of 10,000 miles between road calls.

TROUBLE/EMERGENCY/REPAIR SERVICES - These services are of a non-preventive nature and usually denote a problem wherein a particular system, or piece of equipment is not working properly or is unable to be used; proper function is compromised or may be compromised in the short term, and the service occurs outside the preventive maintenance schedule.

Examples- Wheelchair lift not working, engine or transmission trouble code, farebox not working, etc.

DRIVERS DEFECTS - these services usually denote minor requests from the operators. The operators perform pre-trip and post-trip inspections on the vehicles during the course of their shift. If defects occur and these defects are minor, whereas the operator is able to complete their assigned run, the operator will document the defect on their DVIR. The Vehicle Maintenance Department will read through the DVIRs daily, create work orders, and assign mechanics to repair them.

Examples- Interior lamp out, squeaks or rattles, loose seat, head sign lamp out, etc.

PROCEDURES

The Vehicle Maintenance Department assigns personnel to perform the required task(s) based upon the urgency and type of service required. The department performs maintenance and repairs as required in response to verbal requests, DVIR(s), and scheduled preventive maintenance inspections. The system works when all areas of the agency work together to meet TTD goals and vision. The basic procedural tasks are identified below. All procedural details are addressed more specifically in the Department's Standard Operating Procedures. Copies of the Maintenance Department Standard Operating Procedures are located in Appendix D.

FUELING AND DAILY FLUID CHECKS – Fueling and daily fluid checks are handled by the operations during the pre and post trip inspections unless a coach is in for maintenance.

UNSCHEDULED MAINTENANCE – The Vehicle Maintenance Department performs unscheduled maintenance inspections and service of vehicles based on Drivers' Vehicle Inspection Report (DVIR) forms.

In addition, work orders are generated internally by the Maintenance Manager or Maintenance Supervisor, as dictated by empirical or newly-available data in the form of technical bulletins, manufacturer notifications, recall notifications, and the like.

SCHEDULED PREVENTIVE MAINTENANCE - TTD vehicles are serviced and maintained by Vehicle Maintenance personnel or contracted vendors in accord with the Preventive Maintenance Inspection checklist (see appendix C). Regular maintenance is performed to maintain all TTD assets in optimal operating condition. PMIs represent a key component of maintenance. These PMIs assess the condition of TTD assets on a routine basis. Deficiencies found during the PMIs are corrected immediately or scheduled for repair based on the nature of the task to be performed. Employees perform those tasks

that are within TTD resources and its personnel's scope of training. All other scheduled preventive maintenance is contracted with professionals who specialize in that specific area of expertise. An example of this would be the major body work. These repairs require specialized training and equipment.

CONTRACTED MAINTENANCE ACTIVITIES - The following items represent services for which TTD contracts presently:

Contracted Services (Informal Bids)

- Major Painting and Body Work
- Engine Rebuilding
- Transmission Rebuilding
- Towing
- Furnishing Nuts and Bolts
- Furnishing Supplies and Cleaning Supplies

Routinely Contracted Services (Blanket Purchase Orders)

- Glass Repair and Replacement

PREVENTIVE MAINTENANCE

PREVENTIVE MAINTENANCE INSPECTIONS

To arrive at the total number of Preventive Maintenance Inspections (PMI) needed to support each of TTD revenue fleets, the calculations shown below were used. The number of annual miles each subfleet traveled was divided by the inspection interval miles for that subfleet. This generates the actual number of Preventive Maintenance Inspections that the Vehicle Maintenance Department must budget work hours for.

Fixed Route Fleet operates	731,996 Miles annually.
Paratransit Fleet operates	93,896 Miles annually.
The miles after Maintenance and Training	861,00 Miles annually.
Local-Annual mileage 732,000 divided by P/M interval of 6,000 miles =	122
Paratransit - Annual mileage 94,000 divided by P/M interval of 4,500 miles =	20
Total Preventive Maintenance Inspections per year:	142

Fleets within these services may need special attention at earlier intervals. This is true when the vehicle is equipped with an engine with a particulate filter after-treatment device, or

when an oil sample analysis indicates a need for earlier drain intervals. The following is a list of the fleets within the services indicated above and the P/M intervals scheduled.

REVENUE VEHICLES

Model of Vehicle	PM Interval
Bluebird, NABI,	
Classic Trolley	6,000 miles between inspections
Cutaways	4,500 miles between inspections

NON-REVENUE VEHICLES

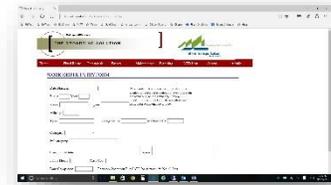
Model of Vehicle	PM Interval
All	6,000 miles between inspections

PMI DEFECT REPAIRS

Under ideal circumstances, the hours required to accomplish defect repair work generated by the PMI program will average two hours of repair work for each and every work hour that the PMI program itself uses.

WORK GENERATED FROM THE OPERATIONAL SAFETY INSPECTION

The Vehicle Maintenance Department tracks the Operational Safety Inspections (OSI) through The Reporting Solution. OSI's are performed every 45 days on every vehicle in order to comply with the California Highway Patrol requirements under the California Vehicle Code.



SPECIAL PROJECTS/CAMPAIGNS

TTD developed a process to identify and evaluate the continuing need for special projects and maintenance campaigns to repair, modify, refine, as well as engineer and implement processes and repairs to systems that have proven to be undependable and problematic.

TRAINING

The transit industry has become the testing arena for many new ideas that come along, good or bad. The pressure from the environmental groups, continuing clean air regulation changes, and electronic system integration makes the need for comprehensive training programs a reality.

TTD supports voluntary certification by the National Institute for Automotive Service Excellence (ASE). These include Automotive/Light Truck, Medium/Heavy Duty Truck, School Bus and Transit Certifications. The technicians taking the tests are responsible for paying for the registration and test fees upfront and provide a copy of the pass/fail report from American College Testing (ACT) to the Human Resource Department for reimbursement.



The solution is to develop our own high quality mechanics, in-house. That is the only way that TTD can be assured that we are truly in step with the times.

WARRANTY

TTD uses The Reporting Solution program as warranty administration program to track items under warranty. The VMS ensures that warranty claims are made per the manufacturers' policies and paid in a timely fashion. The Maintenance Manager will also ensure that all manufacturers' policies are followed in repairing a warranted item. The Maintenance Manager is responsible for tracking and filing all warranty claims.

Every Request for Proposals for new vehicles will contain language ensuring a continued warranty on new vehicles purchased; providing TTD with the best possible course of action should problems arise during operation of these vehicles.

COMPARISON OF MAINTENANCE EFFICIENCY WITH PEERS

Even with all the Maintenance slots filled, TTD is currently one of the most efficient maintenance departments in the transit industry.

TTD is currently at 7.42 buses per Equipment Mechanic.

In addition to the transit duties of these Equipment Mechanics, they are also responsible for the vehicles assigned to Public Works.

CALIFORNIA CLEAN AIR RESOURCE BOARD IMPACTS

California air resource Board (CARB) rulings have a direct impact on the maintenance of our fleet. The Bus Fleet Rule must be followed and monitored to ensure compliance with CARB regulations. TTD has installed diesel particulate filters on 100% of its fixed route coaches and diesel oxidation catalyts on all of the paratransit vehicles

VEHICLE EMISSIONS AND TESTING

A vehicle emissions program has been implemented to ensure that TTD is in compliance with Federal and State regulations regarding fleet vehicle emissions testing and reporting.

A Periodic Smoke Inspection Program was implemented in California in 1998. A Periodic Smoke Inspection (Opacity Test) shall be performed once a year on all diesel-powered vehicles greater than 6,000 GVWR. This work is performed by the contracted services technician. The tester (opacity meter) must meet state certification and print out a report for each vehicle that is stored on file for two years. Pre-1991 engines must meet 55% opacity and 1991 and newer must meet 40%. SAE J1667 Test Procedures must be followed using a SAE J1243 tester.

DOCUMENTATION

TTD utilizes The Reporting Solution in its record-keeping system. The system is part of TTD plan to ensure a documented institutional record of maintenance activities. The system is

designed to maintain accuracy and order in information management and represents a complete inventory of TTD vehicle assets. TTD complete documentation system uses both electronic and hard copy components. As record-keeping media changes with improvements in material and supply management technology, TTD will update its media accordingly, but it will continue to contain the following foundational elements:

- A. Preventive Maintenance Inspection checklist(s) documenting inspections, repairs and other maintenance activities including warranty service
- B. Acquisition documents necessary to the maintenance function, including originals or copies of warranties, service contracts and agreements, purchase requisitions and orders, sales receipts, etc.

- C. Work Orders, completed by the Equipment Technician(s)
- D. Complete and verifiable asset inventory with current custody documentation
- E. A budget-tracking database to reconcile and support asset acquisition documentation
- F. TTD asset management plan

The fleet maintenance records are kept in The Reporting Solution where all data for PM work orders are entered. Permanent electronic repair and preventive maintenance files are kept on an offsite server that is backed up and verified on a regular basis. A permanent hard copy file is kept in the Vehicle Maintenance Manager's office. These files include scheduled maintenance and any other pertinent information about each vehicle.

RESPONSIBLE PARTY

Responsibility for implementation and maintenance of this Plan rests with the Vehicle Maintenance Manager or designee.

Changes to this plan must be authorized by the Vehicle Maintenance Manager and comply with FTA regulations.

PLAN APPROVAL

George Fink Transit Systems Program Manager

Date:

APPENDICES

- A. Vehicle Inventory
- B. Organization Chart for the Vehicle Maintenance Department
- C. Preventive Maintenance Inspection Checklists
- D. Standard Operating Procedures
- E. Contracts issued for Facility Equipment Maintenance Repairs

Appendix A: Vehicle Inventory

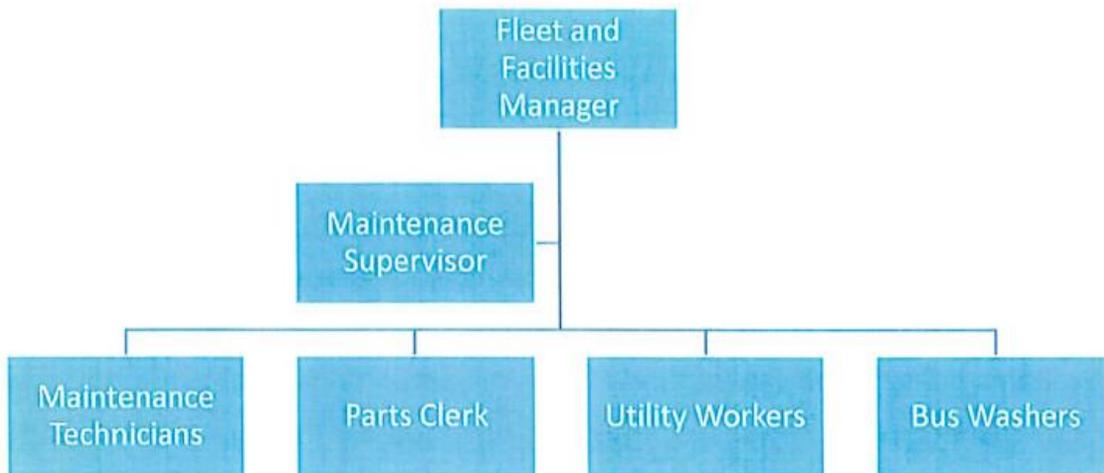
Vehicle Information List												
TTD Assignment	VIN	Chassis			Cutaway		Engine			Transmission		
		Year	Make	Model	Make	Model	Type	Displacement	Fuel	Serial Number	Make/Model	Serial Number
103	1G8UJ31261230385	2006	Chevrolet	G3500	El Dorado	Aerotech	Chevy V8	6.6L	Diesel	VIN-2	Allison 1000	
104	1G8658L8F1242620	2015	Chevrolet	G4500	El Dorado	Aerotech	Chevy V8	6.6L	Diesel	LGH	Chevy 6L90	
106	1G8658L7F1243600	2015	Chevrolet	G4500	El Dorado	Aerotech	Chevy V8	6.6L	Diesel	LGH	Chevy 6L90	
107	1G8658L6F1243426	2015	Chevrolet	G4500	El Dorado	Aerotech	Chevy V8	6.6L	Diesel	LGH	Chevy 6L90	
202	5WEASAA3FH744589	2015	International	PC505	El Dorado	Aero Elite	Navistar Maxforce DT	7.6L	Deisel	2U3344202	Allison 2100 PTS	
203	5WEASAA3FH744592	2015	International	PC505	El Dorado	Aero Elite	Navistar Maxforce DT	7.6L	Diesel	2U3344194	Allison 2100 PTS	
204	5WEASAA1FH744591	2015	International	PC505	El Dorado	Aero Elite	Navistar Maxforce DT	7.6L	Diesel	2U3344190	Allison 2100 PTS	
205	5WEASAA1FH744588	2015	International	PC505	El Dorado	Aero Elite	Navistar Maxforce DT	7.6L	Diesel	2U3344204	Allison 2100 PTS	631131470
206	5WEASAAKX7H744590	2015	International	PC505	El Dorado	Aero Elite	Navistar Maxforce DT	7.6L	Diesel	2U3344196	Allison 2100 PTS	
411	1G8ESV1G3TF419911	2007	Chevrolet	C5500			Chevy V8	8.1L	Gasoline			
413	1G8ESV1G17F419535	2007	Chevrolet	C5500			Chevy V8	8.1L	Gasoline			
414	1G8ESV1G6TF419661	2007	Chevrolet	C5500			Chevy V8	8.1L	Gasoline			
415	1G8ESV1G27F419785	2007	Chevrolet	C5500			Chevy V8	8.1L	Gasoline			
700	4UZAB9D19DCEA5346	2013	Freightliner	XBS	Homtown	Mainstreet	Cummins L6 ISB	6.7L	Diesel	73403901	Allison 2100 PTS	631134255
3290	1BDJJBXA07Z55196	2007	Blue Bird / NABI	Xcel			Cummins L6 ISC	8.3L	Diesel	46780892	Allison	
3291	1BDJJBXA97Z55195	2007	Blue Bird / NABI	Xcel			Cummins L6 ISC	8.3L	Diesel	46777518	Allison	
3310	1N83515189A140200	2009	NABI	LFW-15			Cummins L6 ISL	8.9L	Diesel	73053053	Allison B400R	
3311	1N835151X9A140201	2009	NABI	LFW-15			Cummins L6 ISL	8.9L	Diesel	60342036	Allison B400R	
3312	1N83515119A140202	2009	NABI	LFW-15			Cummins L6 ISL	8.9L	Diesel	73053041	Allison B400R	651090878
3313	1N89515139A140248	2009	NABI	LEW-15			Cummins L6 ISL	8.9L	Diesel	73052003	Allison B400R	
4001	7JZTG13JXMS000407	2021	Proterra	ZX5			Proterra DuoPower	N/A	Electric		Proterra 2 Gear	
4002	7JZTG13JXMS000408	2021	Proterra	ZX5			Proterra DuoPower	N/A	Electric		Proterra 2 Gear	
4003	7JZTG13JXMS000409	2021	Proterra	ZX5			Proterra DuoPower	N/A	Electric		Proterra 2 Gear	
Non Revenue Vehicles												
1001	2GNFLEEK7E6222078	2014	Chevrolet	Equinox			Chevy L4	2.4L	Flex Fuel	LEA	Chevy 5T45	
1004	AHGB14867	2018	Bobcat	5600			Doosan L4 D2ANAP	2392cc	Diesel	112989LEU00	Hydraulic	N/A
1005	1GCOKUEY5Z246845	2018	Chevrolet	2500HD			Chevy V8	6.6L	Diesel	LSP	Allison 1000	
1006	JTRJREVB1D1989866	2018	Toyota	RAV4			Toyota L4	2.5L	Gas Hybrid	2AR-FYE	Toyota P314	
1007	1FTTX2B6KED66719	2019	Ford	F-250 XL SD			Ford V8	6.2L	Flex Fuel	VIN-6	Ford 6R100	
1010	4T3LVRP3NLU069335	2022	Toyota	RAV4 LE AWD			Toyota L4	2.5L	Gas Hybrid			
1008	1FTSS34L51H894121	2023	Ford	E-350 SD			Ford V8	5.4L	Gasoline	VIN-L	Ford 4R100	

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Tag No.	Asset Type	Re-issued Tag No.	Date Recorcelled	Description	VIN/Model	Capital Asset	Location/Owner	Bus/Vehicle #
2 Vehicle			Disposed	2009 Suncast Shuttle Type 1 Para	1FD0E650A0B057289	Disposed		3300
5 Rev Vehicle			Disposed	2008 Ford Aerotech	1FD0E650A0B057289	Disposed	1669 Shop Street	3304
11 Vehicle			Disposed	2009 Suncast Shuttle Type 1 Para	1FD0E650A0B057283	Disposed		3299
17 Rev Vehicle			In Repair Shop	2007 Bluebird CA RE 3505S Diesel	18DUBA07F555195	Yes	1669 Shop Street	3291
21 Rev Vehicle			5/31/2022	2007 Bluebird CA RE 3505S Diesel	18DUBA07F555196	Yes	1669 Shop Street	3290
31 Rev Vehicle			Disposed	2007 Glavel Tram	168A9T1907F418959	Disposed	1669 Shop Street - To be disposed	3303
40 Rev Vehicle			5/31/2022	2009 NABI Model: 35LFW -15 Diesel	1W9351519A1A0200	Yes	1669 Shop Street	3310
42 Rev Vehicle			In Repair Shop	2009 NABI Model: 35LFW -15 Diesel	1W9351519A1A0202	Yes	1669 Shop Street	3312
43 Rev Vehicle			5/31/2022	2009 NABI Model: 35LFW -15 Diesel	1W9351519A1A0201	Yes	1669 Shop Street	3311
44 Rev Vehicle			5/31/2022	2009 NABI Model: 35LFW -15 Diesel	1W9351519A1A0248	Yes	1669 Shop Street	3313
59 Vehicle			Disposed 7/27/18	2009 Sarcraft	1FD0E650A0B052046	Disposed		3297
153 Rev Vehicle			5/31/2022	Homestown Trolley	4U2A89D790CF45346	Yes	1669 Shop Street	700
224 Vehicle			5/31/2022	Equinox	2SNFLER7E6222078	Yes	1669 Shop Street	1001
271 Rev Vehicle			5/31/2022	2006 Aerotech 220 Chevy Duramax Diesel (Vegas Bus Replaces ARMA)	16B0G312561230383	Yes	1669 Shop Street	103
294 Rev Vehicle			5/31/2022	2015 Eldorado Aero Elite 320	5WE65AAM3FH744589	Yes	1669 Shop Street	202
295 Rev Vehicle			5/31/2022	2015 Eldorado Aero Elite 320	5WE65AAM3FH744592	Yes	1669 Shop Street	203
296 Rev Vehicle			5/31/2022	2015 Eldorado Aero Elite 320	5WE65AAM1FH744591	Yes	1669 Shop Street	204
297 Rev Vehicle			In Repair Shop	2015 Eldorado Aero Elite 320	5WE65AAM1FH744588	Yes	1669 Shop Street	205
298 Rev Vehicle			5/31/2022	2015 Eldorado Aero Elite 320	5WE65AAMWH744590	Yes	1669 Shop Street	206
363 Rev Vehicle			In Repair Shop	2015 Eldorado Aerotech 220	16B655BL7F1243600	Yes	1669 Shop Street	106
364 Rev Vehicle			5/31/2022	2015 Eldorado Aerotech 220	16B655BL6F1243426	Yes	1669 Shop Street	107
365 Rev Vehicle			5/31/2022	2003 Ford Econoline Van	1FTS3A4L5H894121	Yes	1669 Shop Street	1008
608 Equip Vehicle			5/31/2022	Bobcat	AHG814967	Yes	1669 Shop Street	1004
627 Vehicle			5/31/2022	2018 Toyota Rav 4	JTMAR818D198866	Yes	1669 Shop Street	1006
628 Vehicle			5/31/2022	2018 Chevy Silverado	16C0KUE151248645	Yes	1669 Shop Street	1005
695 Vehicle			5/31/2022	2019 Ford F 350 S-DTY	1F7T2365KE068719	Yes	1669 Shop Street	1007
782 Rev Vehicle			5/31/2022	Proterra ZV5 Electric Bus - 35ft Low Floor	71ZT613XMM5000407	Yes	1669 Shop Street	4001
783 Rev Vehicle			5/31/2022	Proterra ZV5 Electric Bus - 35ft Low Floor	71ZT613XMM5000408	Yes	1669 Shop Street	4002
784 Rev Vehicle			5/31/2022	Proterra ZV5 Electric Bus - 35ft Low Floor	71ZT613XMM5000409	Yes	1669 Shop Street	4003
790 Vehicle				2022 Toyota Rav-4	4T1WAP1GNU059335		1669 Shop Street	1010

Appendix B

Organization Chart for the Vehicle Maintenance Department



Appendix C: Preventive Maintenance Inspection Checklists

TTD MAINTENANCE DEPARTMENT MINOR 90-DAY (SAFETY) INSPECTION GUIDE

DATE.

BUS NO•

MILEAGE:

INSPECT AND ADJUST OR REPAIR WHERE FOUND NECESSARY ALL ITEMS LISTED ON ALL PAGES OF THIS FORM
USE SYMBOLS TO SHOW WORK DONE: I FOR INSPECTED R FOR REPAIRED AND N FOR NEEDS REPAIR
ALSO SHOW EMPLOYEE NUMBER WHO PERFORMED THE WORK

DESCRIPTION	WORK DONE	EMPLOYEE NUMBER
I. INTERIOR INSPECTION		
1. DEFECT CARD		
2. LICENSES - REGISTRATION - INSURANCE CARD - DOT STICKER		
3. DRIVER'S SEAT		
4. SUN VISORS		
5. TREADLE VALVES AND PEDAL PADS		
6. HORN		
7. EMERGENCY REFLECTORS - FIRE EXTINGUISHER - FIRST AID KIT - TEST AMEREX (IF APPLICABLE)		
8. DRIVERS GAUGES AND CONTROLS - LOW AIR BUZZER AND LIGHT		
9. CLIMATE CONTROL - DEFROSTER OPERATION		
10. FARE COLLECTION SYSTEM - SPOTTERS DISPLAY (IF APPLICABLE)		
11. ALL MIRRORS (CHECK REMOTE OPERATION IF APPLICABLE)		
12. STEERING PLAY - STEERING WHEEL		
13. FLOOR CONDITION (INCLUDING FLOOR HATCH COVERS)		
14. ALL INTERIOR LIGHTS AND SWITCHES (INCLUDING READING LIGHTS IF APPLICABLE)		
15. WINDOWS - ALL EMERGENCY EXITS - WINDSHIELDS		

16. PASSENGER SEATS - GRABHANDLES		
17. DOORS - OPERATION - SPEED - GLAZING - SENSITIVE EDGES		
18. CYCLE WHEELCHAIR LIFT AND KNEELER (CHECK BRAKE AND THROITLE INTERLOCK OPERATION)		
19. GRAFFITI - CLEANLINESS - PEST INFESTATION - (LAVATORY IF APPLICABLE)		
20. CEILING PANELS (PACKAGE RACKS IF APPLICABLE)		
21. STANCHIONS - HANDRAILS		
22. PASSENGER SIGNAL - STOP REQUEST SIGN		
23. STEPS AND TREADS		
24. DECALS		
II. EXTERIOR INSPECTION		
1. WINDSHIELD WIPER OPERATION - ARMS - BLADES - WASHER FLUID		
2. FUEL TANK CAP - POPPET - CHAIN		
3. BODY COMPARTMENT DOORS - HINGES - LATCHES		
4. BUMPERS - FRONT / REAR		
5. BODY PANELS - REFLECTORS		
6. FENDER SKIRTS - RUBRAILS		
7. PAINT - LETTERING - DECALS		
8. ADVERTISING SIGN FRAMES (IF APPLICABLE)		
9. BATTERIES (CONDITION, VOLTAGE, WATER, CABLES) - HOLD Dom - TRAY		
10. DESTINATION SIGN (FRONT - SIDE) - RUN NUMBER SIGN (FRONT - REAR) OPERATION - LIGHTS		
11. ALL EXTERIOR LIGHTS - MOUNTING - OPERATION - LENSES - VISIBILITY		
III. ENGINE INSPECTION		
1. ENGINE OIL LEVEL - EXAMINE OIL CONDFTION FOR DILUTION OR CONTAMINATION		
2. TRANSMISSION OIL LEVEL - EXAMINE OIL CONDITION FOR CONTAMINATION		

DESCRIPTION	WORK DONE	EMPLOYEE NUMBER
III. ENGINE INSPECTION (CON'T)		
3. CHECK POWER STEERING FLUID LEVEL AND CONDITION		
4. INSPECT ENTIRE COOLING SYSTEM FOR LEAKS		
5. ENGINE MOUNTS		
6. ALL BELTS (CONDITION AND ALIGNMENT)		
7. AR INTAKE DUCT - HOSES - CLAMPS - RESTRICTION GAUGE		
8. EXHAUST SYSTEM - MANIFOLD - CLAMPS - PIPES- CATALYTIC CONVERTER - MUFFLER		
9. ENGINE SENDING UNITS		
10. FUEL LINES (CHECK FOR LEAKS) - DRAIN WATER SEPERATOR IF EQUIPPED		
IV. CHASSIS INSPECTION		
1. SHOCK ABSORBERS - PINS - BUSHINGS		
2. CHECK FOR OIL LEAKS		
3. BRAKE LININGS - BRAKE DRUMS - MOUNTING HARDWARE (ADJUST IF NECESSARY)		
4. CHECK AIR SYSTEM FOR LEAKS		
5. SUSPENSION - CHECK LEVELING VALVES - BELLOWS FOR AIR LEAKS		

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6. CHASSIS CROSSMEMBERS - MUD FLAPS - CHASSIS WELDS					
7. WHEELS - RE-TORQUE - TORQUE SEAL					
8. AXLE FLANGES - STUDS - GASKETS - HUBODOMETER					
9. FRONT F (CHECK FOR FLUID LEAK IF APPLICABLE)					
10. DRIVE SHAFT - UNIVERSALS - SLIP JOINT - GUARD - SHIELD					
11. DRAG LINK TUBE - DRAG LINK ENDS - TIE ROD - TIE ROD ENDS					
12. RADIUS RODS - LATERAL RODS - BUSHINGS - SWAY BAR AND LINKS IF APPLICABLE					
13 CHECK TIRES FOR PREMATURE OR ABNORMAL WEAR (RECORD PRESSURE AND TREAD DEPTHS)					
14. DRAIN ALL AIR TANKS (INCLUDING THROTTLE TANK IF EQUIPED) - INSPECT CHECK VALVES					
INSPECTION COMMENTS					
TIRES					
TREAD DEPTH	TIRE PRESSURE	TREAD DEPTH	TIRE PRESSURE		
132	PSI	132	PSI		
LRI	PSI	RRI :	132	PSI	
LRO	132	PSI	RRO	PSI	
L-TAG	132	PSI (IF APPLICABLE)	R_TAG	PSI (IF APPLICABLE)	
BRAKES					
LINING THICKNESS	BRAKE THROWS	LINING THICKNESS	BRAKE THROWS		
		132	___ . ___ IN.		
	IN.	132			
L-TAG	IN. (IF APPLICABLE)	R-TAG :	132	IN. (IF APPLICABLE)	
BRAKE STOPS					
FOOT BRAKE STOP			PARK BRAKE STOP .		
SIGNATURES					
INSPECTED BY:		EMPLOYEE # :		DATE:	
INSPECTED BY:		EMPLOYEE #		DATE:	
SUPERVISOR:		EMPLOYEE #		DATE:	



2015 INTERNATIONAL

BUS # _____
W/O # _____
DATE: _____

		CURRENT	
		MILEAGE READING	
		MILES BETWEEN P.M.I	
= O.K. O = ADJUSTMENT MADE R = REPLACED X = REPAIR			
COACH EXTERIOR		COACH INTERIOR	
CK: HI-LO BEAM, TURN SIGNALS, 4-WAY FLASHERS & BEEPER, CLEARANCE LIGHTS, TAIL, BACK-UP & LIC PLATE		CK: DASH INDICATOR LIGHTS WITH TEST SWITCH, INCLUDING WAIT TO START	
CK: ALL LENS CONDITION FOR CRACKS		CK: ABS, CK & STOP ENGINE LIGHTS SHOULD ILLUMINATE MOMENTARILY WHEN BUS IS STARTED IF LIGHTS STAYS ILLUMINATED LOG AS DEFECT.	
CK: WIPER BLADE CONDITN AND ARM SECUREMENT, ADJUST WASHER FLUID LEVEL AND SPRAY NOZZLES.		PUMP AIR DOWN TO 40 PSI, CHECK WARNING LIGHT & PARKING BRAKE SELF APPLICATION.	
CK: OUTSIDE BUS MIRROR CONDITION, SECURE-ME-NT. CK: MIRROR CONTROLS		CK: FAST IDLE ACCELERATOR/BRAKE INTERLOCK.	
CK: OUTSIDE BUS NUMBERS, LOGOS, BATTERY DISCONNECT, CHP NUMBERS, CK FOR LOOSE OR DAMAGED FENDER SKIRTS.		CK: AIR COMPRESSOR CUT IN, MIN 85-PSI. CUT OUT. MAX 130-PSI. CK: AIR BUILD UP TIME, FROM 85-PSI TO 100-PSI IN 40-SEC	
CK: FRONT & REAR BUMPER SECUREMENT, ALIGNMENT, CONDITION,		CK: FOR APPLIED AIR LEAKS. 3 LBS MAX LOSS PER MIN.	
CK: BIKE RACK FOR DAMAGE, ACTUATE ALL LATCHES, HANDLES, AND BRACKETS FOR LOCKING & SMOOTH OPERATION. CK DEPLOYED SWITCH & DASH LIGHT.		CK: PARKING BRAKE CONTROLS, AND KNOB FOR CRACKS, OPERATION & DASH INDICATOR LIGHT, CK: VALVE FOR LEAKS.	
COMPLETE BODY INSPECTION SHEET.		CK: STEERING WHEEL CONDI AND WHEEL LASH, VERTICAL MOVEMENT, CK: COLUMN SECUREMENT, BOOT COND, CK: TILT/TELE OPERATION. LUBE STEERING SHAFT AND U-JOINTS.	
CK: HUBODOMETER FOR LEGIBILITY ACCURACY		CK: • ALL DRIVERS CONTROLS: SWITCHES LIGHTS & VISOR CK: RADIO & CONTROLS, MOUNTING & HANDSET.	
CORRECT TIRE PRESSURE TO 110 PSI FRONT, 100 PSI REAR.		CK: DRIVER'S DASH, SIDE AND OVERHEAD CONSOLES FOR CRACKS & SECUREMENT, CK: FOR MISSING SCREWS, CK: DRIVERS WINDOW .	
CK: FRONT HUB OIL LEVEL, ADJUST AS NECESSARY		CK: HEAT AND DEFROSTERS	
CK: REAR AXLE FLANGE, FOR MISSING STUDS & LEAKS.		CK: DASH AIR CONDITIONING CK: REAR AIR CONDITIONING	
CK: ALL ACCESS DOOR LATCHES, HINGES & PROPS.		CK: DRIVER'S SEAT/SEATBELT OPERATION/COND. AND SEAT ALARM IF EQUIPED, LUBE SLIDE TRACK.	
CK: FIBERGLASS REAR ACCESS PANEL FOR MISSING SCREWS.		CK: WIPER, WASHER & INTERMITTENT OPERATION & ARM ADJUSTMENT.	
CK: BODY PANELS FOR CRACKS AND BUCKLING.		CK: WINDSHIELD CONDFIWN.	
CK: FUEL CAP AND NECK FOR LEAKS. CK: DEF CAP		CK: THROTTLE & BRAKE PEDALS FOR DEBRIS, CORROSION & FUNCTION.	
REMOVE AND CLEAN BATTERY TERMINALS, CK BATTERIES FOR CRACKS, CK BATTERY TRAY SLIDES, LOCKS, CABLES, & TIE DOWNS LUBE TRAY SLIDES, CK BATTERY DISCONNECT SWITCH OPERATION & CONDITION		CK: FIRE EXTINGUISHER AND FIRE SUPPRESION SYSTEM PIN & SEAL.	
CK: WHEEL CHAIR LIFT, SENSORS AND CONTROLS		CK: ROADSIDE WARNING DEVICES, (3 PER SET OR SEALED)	
LOAD TEST BATTERIES TO 600 AMPS FOR 15 SECONDS. MIN 9.6 VOLTS.		CK: REGISTRATION SLIP, BLOODBORNE KIT & TRASH CAN & MOUNT.	
CK: CHARGING VOLTAGE (14.5 VOLTS +/- 1 VOLT) @ FAST IDLE WITH HEADLIGHTS, MARKER LIGHTS & DOME LIGHTS "ON".		CK: FAREBOX OPERATION, CLEAN INSIDE WITH COMPRESSED AIR, CK TRIM	
CK: AIR LINES, SHUTOFF VALVES AND FITTINGS FOR LEAKS AND DRAIN AIR TANKS, CK: FOR CONTAMINATION.		CK: DESTINATION SIGN OPERATION & ELECT CONNECTION. CLEAN SIDE SIGN GLASS.	
COACH INTERIOR			
CK: FLOOR COVERING AND SEAM SEALING.		CK: DOME LIGHTS OPERATION, CK DOME LIGHT ASSY FOR SECUREMENT.	
CK: ALL CHIME STRIPS/CORDS & STOP REQUESTED SIGN op & COND.			
CK: ALL STANCHIONS, GRABRAILS, MODESTY PANELS & FT/RR MIRRORS.			

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CK: ALL INTERIOR PANELS & ENGINE ACCESS FOR CONDITION & SECURE-ME-NT.	CK: FRONT DOOR, OPERATION & CONDITION & AIR RELEASE VALVE, CK: DOOR MOTOR, CONTROL RODS & LOCK NUTS, ELECT WIRING SECUREMENT, LUBE DOOR ROLLERS
CK: WINDOWS, WEATHER-STRIPING, EMERGENCY ESCAPE WINDOW LATCH ASSY'S & LUBE	
CK: PASSENGER SEATS, MOUNTING, UPHOLSTERY CONDI-ION & CRASH PADS, CK. • ALL SEAT BACKS FOR VANDALISM.	
CK: WHEELCHAIR SEAT LOCKS, BELT CONDIITN, FLOOR ANCHORS. CK Q STRAINT BFI T.s.	CHECK FRANGIBLE GLASS & RED HANDLE EMERGENCY RELEASE.
CK: AIR TANK VALVES & LINE MOUNTING, RUBBING AND LEAKS, CK: SAFETY RELEASE VALVES OP.	CK: ROOF HATCHES OPERATION, CONDITION AND DECALS.

= O.K. O = ADJUSTMENT MADE R = REPLACED X = REPAIR	
UNDERCARRIAGE	ENGINE
CK SECONDARY FUEL FILER, CK ADAPTER FOR COND & MOUNnNG	CHANGE SPINNER FILTER & O-RINGS, CK: MOUNTS & CLAMP
DRAIN ENGINE OIL, REPLACE FULL FLOW FILTER, TAKE OIL SAMPLE, TORQUE OIL PAN DRAIN PLUG	REPLACE AIR FILTER, RESET AIR RESTRICTION GAUGE, CK: AIR CLEANER HOUSING & INLET TUBING FOR CONDITION, & FOR LOOSE CLAMPS & FITTINGS. REPLACE PRIMARY FUEL FILTER
REPLACE COOLANT FILTER, CK: ADAPTER & LINES FOR LEAKS.	
CK: DIFFERENTIAL OIL LEVEL, ADJUST AS REQUIRED, CK: DIFF HOUSING FOR RACKS & CK WHEE & ION SEALS F EAKS	CK OIL LEVEL, CK: RESERVOIR, PUMP & LINES FOR LEAKS, MOUNTING & ND REFILL 1
CK: U-JOINTS (1/16" PLAY MAX), U-JOINTS BOLTS SECUREMENT, SUP-YOKE CONDITION & DRIVELINE PHASING.	PRESSURE TEST COOLING SYSTEM TO (7 PSI) FOR 5 MIN, CK FOR LEAKS. CK: SURGE TANK MOUNTS & ALL COOLANT UNES FOR RUBBING, WEAR & SECURE-ME-NT.
GREASE ALL CHASSIS LUBE POINTS THOROUGHLY	
CK: FOR LEAKS AT TRANS, RETARDER/ACCUMULATOR & COOLER AREAS FOR LEAKS, CK: TRANS FILTER COVER & HOUSING BOLTS.	FILL ENGINE WITH (15/40W) OIL & START ENGINE. CK: ALL LINES FOR LEAKS, (AIR, OIL, TRANS, P/S & FUEL)
	CK: TURBO COUPLING OIL LINE FOR LEAKS AND CONDITION.
CK: RADIATOR, MOUNTS & FAN SHROUD FOR CLEARANCE, CK: FAN BLADES FOR DAMAGE.	CK: EXHAUST SYSTEM (PIPES/ FLEX TUBE, CLAMPS, HEAT SHIELD & DPF SYSTEM) FOR CRACKS, MOUNTING, POSITIONING & LEAKS.
CK•. BOOSTER PUMP MOUNTS, WIRING & CONDITION, CK•. COOLANT LINES & VALVES FOR LEAKS.	CK: ALL OF ENGINE & ENGINE COMPARTMENT FOR WIRING, HOS-ES, CLAMPS, BRACKETS, MOUNTS, PULLEYS, BELTS & TENSIONERS, FOR LEAKS,
CK: ENGINE MOUNTS CONDITION & FOR LOOSE BOLTS, CK: TRANS ADAPTER MOUNTING BOLTS.	CK: ECM MOUNTING & WIRE SECURE-ME-NT, CK: FUEL PUMP LINES & WIRE'S
CK: ALL LINES (I.E. FUEL, COOLANT & PIS) & WIRE HARNESSSES FROM FRONT TO REAR OF COACH.	AFTER ENGINE START-UP
CK: FUEL TANK STRAPS, INSULATORS & MOUNTS, CK: FUEL PIPING.	CK: ENGINE & TRANS FOR LEAKS (OIL, COOLANT, AIR)
CK: AIR BELLOWS FOR CRACKS, LEAKS & MOUNTING..	CK: ENGINE, TRANS, & COOLANT LEVELS & ADJUST.
CK: ALL SHOCKS FOR LEAKS, LOOSE MOUNTS & WORN BUSHINGS.	CLEAN STEERING WHEEL, SEATS, KNOBS, TOGGLE SWITCHES
CK: LEVELING VALVES & LINK CONDITION, MEASURE RIDE HEIGHT FRONT AIR BAGS (9-1/4") FROM TOP OF AXLE TO BOTFOM OF FRAME RAIL, REAR AIR BAGS (4-7/8") FROM TOP OF AXLE TO THE BOTTOM OF FRAME RAIL PLUS OR MINUS (1/4") FRONT & REAR.	ROADTEST
CK: ALL TORQUE & RADIUS RODS, BUSHINGS, BOLTS, MOUNTS FOR CRACKS & CLAMPS FOR MISALIGNMENT.	ROAD TEST ON PRESCRIBED COURSE, NOTIFY YOUR SUPERVISOR UPON DEPARTURE & ARRIVAL FROM ROAD TEST.
CK: SWAY BAR, BUSHINGS, LINKS, MOUNTS AND FRAME MEMBERS FOR CONDITION, CRACKS & LOOSE OR MISSING BOLTS.	CK: ALL INSTRUMENT OPERATION,
CK: FRONT AXLE & SUSPENSION MOUNTING & BOLT SECURE-ME-NT.	CK: FOR ANY DASH INDICATORS, ABS LAMP ON, CHECK ENGINE LAMP ON, ANY WARNING LAMPS
CK: PITMAN ARM POSITION & PITMAN NUT SECURE-ME-NT.	CK: BRAKE PERFORMANCE.
CK: STEERING DRAG I-INK/TIE ROD ENDS, STUDS, LINKS, COTTER PINS, NUTS, SLEEVES & CLAMPS FOR SECUREMENT, WEAR & CORRECT POSITIONING ON E ROD	CK•. HEAT AND AIR CONDITIONING PERFORMANCE
CK: STEERING BOX SECUREMENT, MOUNTING BOLT TORQUE, STEERING BOX PLATE FOR CRACKS & BOX/LINES FOR LEAKS	CK: STEERING ACüON, CK: FOR SHIMMY.
	PREFORM A PRETRIP INSPECTION BEFORE HOLDING BUS AS PM DEFECTS

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Tahoe Transportation District

	<p>CK•. CONDITION OF STEERING KNUCKLES, SEALS ERG'S, CK•. FOR EXCESSIVE MOVEMENT ON KINGPINS & WHEEL BRG'S FOR PLAY FRT/REAR.</p>	TOTAL FLUIDS USED	
	<p>CK: AIR TANKS, VALVES & LINES FOR MOUNTING, RUBBING LEAKING OR SYSTEM CONTAMINATION, CK: SAFETY RELEASE VALVES OP.</p>	ENGINE OIL	_____
	<p>ON INTERNATIONAL CK: PARKING BRAKE OPERATION, CK: FOR AIR LEAKS. ELSE, CK: PARKING BRAKE CABLES AND LINING</p>	TRANS FLUID	_____
	<p>CD: BRAKE LINING THICKNESS, LOOK FOR MANUFACTURERS WEAR LINE AND NOTE WHEN THE PADS ARE TOUCHING OR BELOW THE WEAR UNE, CK: CALIPERS FOR LEAKING OR BINDING</p>	Diff Fluid	_____
	<p>CK: MUDFLAPS AND SECURE-MENT</p>	P/S Fluid	_____
	<p>ON INTERNATIONAL CK: SIDE PANEL SECURMENT</p>		_____
		<p>1 HAVE INSPECTED ALL CHECKED OK MECHANICS SIGNATURE</p>	<p>OF THE ITEMS LISTED ON THE FORM AND ITEMS ARE IN GOOD OPERATING CONDTION</p>



2015 ELDORADO
2010 STARCRAFT
2012 GLAVAL

BUS # _____

W/O # _____

DATE: _____

		CURRENT	
		MILEAGE READING	
		MILES BETWEEN P.M.I	
O = ADJUSTMENT MADE		R = REPLACED	
		X = REPAIR	
COACH EXTERIOR		COACH INTERIOR	
CK: HI-LO BEAM, TURN SIGNALS, 4-WAY FLASHERS & BEEPER, CLEARANCE LIGHTS, TAIL, BACK-UP & LIC PLATE		CK: DASH INDICATOR LIGHTS WITH TEST SWITCH, INCLUDING WAIT TO START	
CK: ALL LENS CONDITION FOR CRACKS		CK: ABS, CK & STOP ENGINE LIGHTS SHOULD ILLUMINATE MOMENTARILY WHEN BUS IS STARTED IF LIGHTS STAYS ILLUMINATED LOG AS DEFECT.	
CK: WIPER BLADE CONDITION AND ARM SECUREMENT, ADJUST WASHER FLUID LEVEL AND SPRAY NOZZLES.		PUMP AIR DOWN TO 40 PSI, CHECK WARNING LIGHT & PARKING BRAKE SELF APPLICATION.	
CK: OUTSIDE BUS MIRROR CONDITION, SECURE-ME-NT. CK: MIRROR CONTROLS		CK: FAST IDLE ACCELERATOR/BRAKE INTERLOCK.	
CK: OUTSIDE BUS NUMBERS, LOGOS, BATTERY DISCONNECT, CHP NUMBERS, CK FOR LOOSE OR DAMAGED FENDER SKIRTS.		CK: AIR COMPRESSOR CUT IN, MIN 85-DSi. CUT OUT. MAX 130-osi.	
CK.' FRONT & REAR BUMPER SECURE-MENT, ALIGNMENT,CONDITION.		CK: AIR BUILD UP TIME, FROM 85-psi TO 100-psi IN 40-SEC	
CK: BIKE RACK FOR DAMAGE, ACTUATE ALL LATCHES, HANDLES, AND BRACKETS FOR LOCKING & SMOOTH OPERATION. CK DEPLOYED SWITCH & DASH LIGHT.		CK: FOR APPLIED AIR LEAKS. 3 LBS MAX LOSS PER MIN.	
COMPLETE BODY INSPECTION SHEET.		CK: PARKING BRAKE CONTROLS, AND KNOB FOR CRACKS, OPERATION & DASH INDICATOR LIGHT, CK: VALVE FOR LEAKS.	
CK: HUBODOMETER FOR LEGIBILITY, ACCURACY		CK: STEERING WHEEL COND, AND WHEEL LASH, VERTICAL MOVEMENT, CK.' COLUMN SECUREMENT, BOOT CONDI CK: TILT/TELE OPERATION. LUBE STEERING SHAFT AND U-JOINTS.	
CORRECT TIRE PRESSURE TO 110 PSI FRONT, 100 PSI REAR.		CK: ALL DRIVERS CONTROLS: SWITCHES LIGHTS & VISOR CK: RADIO & CONTROLS, MOUNTING & HANDSET.	
CK: FRONT HUB OIL LEVEL, ADJUST AS NECESSARY		CK: DRIVER'S DASH, SIDE AND OVERHEAD CONSOLES FOR CRACKS & SECUREMENT, CK: FOR MISSING SCREWS, CK: DRIVERS WINDOW .	
CK: REAR AXLE FLANGE, FOR MISSING STUDS & LEAKS.		CK: HEAT AND DEFROSTERS	
CK: ALL ACCESS DOOR LATCHES, HINGES & PROPS.		CK: DASH AIR CONDITIONING CK: REAR AIR CONDITIONING	
CK: FIBERGLASS REAR ACCESS PANEL FOR MISSING SCREWS.		CK: DRIVER'S SEAT/SEATBELT OPERATION/COND. AND SEAT ALARM IF EQUIPED, LUBE SLIDE TRACK.	
CK: BODY PANELS FOR CRACKS AND BUCKLING.		CK: WIPER, WASHER & INTERMITTENT OPERATION & ARM ADJUSTMENT.	
CK: FUEL CAP AND NECK FOR LEAKS. CK: DEF CAP		CK: WINDSHIELD CONDITION.	
REMOVE AND CLEAN BATTERY TERMINALS, CK BATTERIES FOR CRACKS, CK BATTERY TRAY SLIDES, LOCKS, CABLES, & TIE DOWNS LUBE TRAY SLIDES, CK BATTERY DISCONNECT SWITCH OPERATION & CONDIÜON		CK: THROTTLE & BRAKE PEDALS FOR DEBRIS, CORROSION & FUNCÜON.	
CK: WHEEL CHAIR LIFT, SENSORS AND CONTROLS		CK: FIRE EXTINGUISHER AND FIRE SUPPRESION SYSTEM PIN & SEAL.	
LOAD TEST BATTERIES TO 600 AMPS FOR 15 SECONDS. MIN 9.6 VOLTS.		CK: ROADSIDE WARNING DEVICES, (3 PER SET OR SEALED)	
CK: CHARGING VOLTAGE (14.5 VOLTS +/- 1 VOLT) @ FAST IDLE WITH HEADLIGHTS, MARKER LIGHTS & DOME LIGHTS "ON".		CK: REGISTRATION SLIP, BLOODBORNE KIT & TRASH CAN & MOUNT.	
CK:AIR LINES, SHUTOFF VALVES AND FITTINGS FOR LEAKS AND DRAIN AIR TANKS, CK: FOR CONTAMINATION.		CK: FAREBOX OPERATION, CLEAN INSIDE WITH COMPRESSED AIR, CK TRIM	
COACH INTERIOR		CK: DESTINATION SIGN OPERATION & ELECT CONNECTION. CLEAN SIDE SIGN GLASS.	
CK: FLOOR COVERING AND SEAM SEALING.		CK: DOME LIGHTS OPERATION, CK DOME LIGHT ASSY FOR SECUREMENT.	
CK: ALL CHIME STRIPS/CORDS & STOP REQUESTED SIGN op & COND,			
CK: ALL STANCHIONS, GRABRAILS, MODESTY PANELS & FT/RR MIRRORS.			

2022 Transit Asset Management (TAM) Plan
Tahoe Transportation District

CK: ALL INTERIOR PANELS & ENGINE ACCESS FOR CONDITION & SECURE-MENT.	CK: FRONT DOOR, OPERATION & CONDITION & AIR RELEASE VALVE, CK: DOOR MOTOR, CONTROL RODS & LOCK NUTS, ELECT WIRING SECURE-MENT, LUBE DOOR ROLLERS
CK: WINDOWS, WEATHER-STRIPING, EMERGENCY ESCAPE WINDOW LATCH ASSY'S & LUBE	
CK: PASSENGER SEATS, MOUNTING, UPHOLSTERY CONDITION & CRASH PADS, CK: ALL SEAT BACKS FOR VANDALISM.	
CK: WHEELCHAIR SEAT LOCKS, BELT CONDIITN, FLOOR ANCHORS. CK Q STRAIT BELTS.	CHECK FRANGIBLE GLASS & RED HANDLE EMERGENCY RELEASE.
CK: AIR TANK VALVES & LINE MOUNTING, RUBBING AND LEAKS, CK: SAFETY RELEASE VALVES OP.	CK: ROOF HATCHES OPERATION, CONDITION AND DECALS.

= O.K.		O = ADJUSTMENT MADE		R = REPLACED		X = REPAIR	
UNDERCARRIAGE				ENGINE			
CK SECONDARY FUEL FILER, CK ADAPTER FOR COND & MOUNTING				CHANGE SPINNER FILTER & O-RINGS, CK: MOUNTS & CLAMP			
DRAIN ENGINE OIL, REPLACE FULL FLOW FILTER, TAKE OIL SAMPLE, TORQUE OIL PAN DRAIN PLUG				REPLACE AIR FILTER, RESET AIR RESTRICÃO GAUGE, CK: AIR CLEANER HOUSING & INLET TUBING FOR CONDITION, & FOR LOOSE CLAMPS & FITTINGS. REPLACE PRIMARY FUEL FILTER			
REPLACE COOLANT FILTER, CK: ADAPTER & LINES FOR LEAKS.							
CK: DIFFERENTIAL OIL LEVEL, ADJUST AS REQUIRED, CK: DIFF HOUSING FOR RACKS & CK WHEE PINION SEA F R LEAKS				CK OIL LEVEL, CK: RESERVOIR, PUMP & LINES FOR LEAKS, MOUNTING & COND REFIL			
CK: U-JOINTS (1/16" PLAY MAX), U-JOINTS BOLTS SECUREMENT, SLIP-YOKE CONDITION & DRIVELINE PHASING.				PRESSURE TEST COOLING SYSTEM TO (7 PSI) FOR 5 MIN, CK FOR LEAKS. CK: SURGE TANK MOUNTS & ALL COOLANT LINES FOR RUBBING, WEAR & SECUREMENT.			
GREASE ALL CHASSIS LUBE POINTS THOROUGHLY							
CK: FOR LEAKS AT TRANS, RETARDER/ACCUMULATOR & COOLER AREAS FOR LEAKS, CK: TRANS FILTER COVER & HOUSING BOLTS.				FILL ENGINE WITH (15/40W) OIL & START ENGINE. CK: ALL LINES FOR LEAKS, (AIR, OIL, TRANS, P/S & FUEL)			
				CK: TURBO COUPLING OIL LINE FOR LEAKS AND CONDITION.			
CK: RADIATOR, MOUNTS & FAN SHROUD FOR CLEARANCE, CK: FAN BLADES FOR DAMAGE.				CK: EXHAUST SYSTEM (PIPES, FLEX TUBE, CLAMPS, HEAT SHIELD & DPF SYSTEM) FOR CRACKS, MOUNTING, POSITIONING & LEAKS.			
CK: BOOSTER PUMP MOUNTS, WIRING & CONDITION, CK: COOLANT LINES & VALVES FOR LEAKS.				CK: ALL OF ENGINE & ENGINE COMPARTMENT FOR WIRING, HOS-ES, CLAMPS, BRACKETS, MOUNTS, PULLEYS, BELTS & TENSIONERS, FOR LEAKS,			
CK: ENGINE MOUNTS CONDIITN & FOR LOOSE BOLTS, CK: TRANS ADAPTER MOUNTING BOLTS.				CK: ECM MOUNTING & WIRE SECURE-ME-NT, CK: FUEL PUMP LINES & WIRE'S			
CK•. ALL LINES (I.E. FUEL, COOLANT & PIS) & WIRE HARNESSSES FROM FRONT TO REAR OF COACH.				AFTER ENGINE START-UP			
CK: FUEL TANK STRAPS, INSULATORS & MOUNTS, CK: FUEL PIPING.				CK: ENGINE & TRANS FOR LEAKS (OIL, COOLANT, AIR)			
CK: AIR BELLOWS FOR CRACKS, LEAKS & MOUNTING				CK: ENGINE, TRANS, & COOLANT LEVELS & ADJUST.			
CK: ALL SHOCKS FOR LEAKS, LOOSE MOUNTS & WORN BUSHINGS.				CLEAN STEERING WHEEL, SEATS, KNOBS, TOGGLE SWITCHES			
CK: LEVELING VALVES & LINK CONDITION, MEASURE RIDE HEIGHT FRONT AIR BAGS (9-1/4") FROM TOP OF AXLE TO BOTTOM OF FRAME RAIL, REAR AIR BAGS (4-7/8") FROM TOP OF AXLE TO THE BOTTOM OF FRAME RAIL PLUS OR MINUS (1/4") FRONT & REAR.				ROADTEST			
				ROAD TEST ON PRESCRIBED COURSE, NOTIFY YOUR SUPERVISOR UPON DEPARTURE & ARRIVAL FROM ROAD TEST.			
CK•. ALL TORQUE & RADIUS RODS, BUSHINGS, BOLTS, MOUNTS FOR CRACKS & CLAMPS FOR MISALIGNMENT.				CK: ALL INSTRUMENT OPERATION,			
CK: SWAY BAR, BUSHINGS, LINKS, MOUNTS AND FRAME MEMBERS FOR CONDIITN, CRACKS & LOOSE OR MISSING BOLTS.				CK: FOR ANY DASH INDICATORS, ABS LAMP ON, CHECK ENGINE LAMP ON, ANY WARNING LAMPS			
CK: FRONT AXLE & SUSPENSION MOUNTING & BOLT SECURE-ME-NT.				CK: BRAKE PERFORMANCE.			
CK: PITMAN ARM POSITION & PITMAN NUT SECURE-ME-NT.				CK: HEAT AND AIR CONDITIONING PERFORMANCE			
CK•. STEERING DRAG LINK/TIE ROD ENDS, STUDS, LINKS, COFFER PINS, NUTS, SLEEVES & CLAMPS FOR SECUREMENT, WEAR & CORRECT POSITIONING ON TIE ROD				CK: STEERING ACTION, CK: FOR SHIMMY.			
CK•. STEERING BOX SECURE-MENT, MOUNTING BOLT TORQUE, STEERING BOX PLATE FOR CRACKS & BOX/LINES FOR LEAKS				PREFORM A PRETRIP INSPECTION BEFORE HOLDING BUS AS PM DEFECTS			

2022 Transit Asset Management (TAM) Plan
Tahoe Transportation District

	CK: CONDITION OF STEERING KNUCKLES, SEALS BRG'S, CK: FOR EXCESSIVE MOVEMENT ON KINGPINS & WHEEL BRG'S FOR PLAY FRT/REAR.	TOTAL FLUIDS USED	
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	CD: BRAKE LINING THICKNESS, LOOK FOR MANUFACTURERS WEAR LINE AND NOTE WHEN THE PADS ARE TOUCHING OR BELOW THE WEAR LINE. CK: CALIPERS FOR LEAKING OR BINDING	Diff Fluid	_____
	CK: MUDFLAPS AND SECUREMENT	P/S Fluid	_____
	ON INTERNATIONAL CK: SIDE PANEL SECUREMENT	1 HAVE INSPECTED ALL CHECKED OK	
		OF THE ITEMS LISTED ON THE FORM AND ITEMS ARE IN GOOD OPERATING CONDITION	
		MECHANICS SIGNATURE	_____
		SUPERVISORS SIGNATURE	_____

2022 Transit Asset Management (TAM) Plan
Tahoe Transportation District



NABI

BLUEBIRD

BUS # _____
W/O # _____
DATE: _____

CURRENT
MILEAGE READING
MILES BETWEEN P.M.I

3/ = O.K. O = ADJUSTMENT MADE R = REPLACED X = REPAIR	
COACH EXTERIOR	COACH INTERIOR
CK: HI-LO BEAM, TURN SIGNALS, 4-WAY FLASHERS & BEEPER, CLEARANCE LIGHTS TAIL, BACK-UP & LIC PLATE	CK: DASH INDICATOR LIGHTS WITH TEST SWITCH, INCLUDING WAIT TO START
CK: ALL LENS CONDITION FOR CRACKS	CK: ABS, CK & STOP ENGINE LIGHTS SHOULD ILLUMINATE MOMENTARILY WHEN BUS IS STARTED IF LIGHTS STAYS ILLUMINATED LOG AS DEFECT.
CK: WIPER BLADE CONDITION AND ARM SECUREMENT, ADJUST WASHER FLUID LEVEL AND SPRAY NOZZLES.	PUMP AIR DOWN TO 40 PSI, CHECK WARNING LIGHT & PARKING BRAKE SELF APPLICATION.
CK: OUTSIDE BUS MIRROR CONDITION, SECUREMENT. CK: MIRROR CONTROLS	CK: FAST IDLE ACCELERATOR/BRAKE INTERLOCK. MAX
CK: OUTSIDE BUS NUMBERS, LOGOS, BATTERY DISCONNECT, CHP NUMBERS, CK FOR LOOSE OR DAMAGED FENDER SKIRTS.	CK: AIR COMPRESSOR CUT IN MIN 85- si. CUT OUT 130- sin CK: AIR BUILD UP TIME, FROM 85-psi TO 100-psi IN 40-SEC .
CK: FRONT & REAR BUMPER SECUREMENT, ALIGNMENT, CONDITION.	CK: FOR APPLIED AIR LEAKS. 3 LBS MAX LOSS PER MIN.
CK: BIKE RACK FOR DAMAGE, ACTUATE ALL LATCHES, HANDLES, AND BRACKETS FOR LOCKING & SMOOTH OPERATION. CK W/C DEPLOYED SWITCH & DASH LIGHT.	CK: PARKING BRAKE CONTROLS, AND KNOB FOR CRACKS, OPERATION & DASH INDICATOR LIGHT CK: VALVE FOR LEAKS.
COMPLETE BODY INSPECTION SHEET.	CK: STEERING WHEEL COND, AND WHEEL LASH, VERTICAL MOVEMENT, CK: COLUMN SECUREMENT, BOOT CONDI CK: TILT/TELE OPERATION. LUBE STEERING SHAFT AND U-JOINTS.
CK: HUBODOME-rER FOR LEGIBILITY ACCURACY	
CORRECT TIRE PRESSURE TO 110 PSI FRONT, 100 PSI REAR.	CK: ALL DRIVERS CONTROLS: SWITCHES LIGHTS & VISOR CK: RADIO & CONTROLS, MOUNTING & HANDSET.
CK: FRONT HUB OIL LEVEL, ADJUST AS NECESSARY	CK: DRIVER'S DASH, SIDE AND OVERHEAD CONSOLES FOR CRACKS & SECUREMENT, CK: FOR MISSING SCREWS, CK: DRIVERS WINDOW .
CK: REAR AXLE FLANGE, FOR MISSING STUDS & LEAKS.	CK: HEAT AND DEFROSTERS
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CK: WHEEL CHAIR LIFT, SENSORS AND CONTROLS	CK: FIRE EXTINGUISHER AND FIRE SUPPRESION SYSTEM PIN & SEAL.
LOAD TEST BAITERIES TO 600 AMPS FOR 15 SECONDS. MIN 9.6 VOLTS.	CK: ROADSIDE WARNING DEVICES, (3 PER SET OR SEALED)
CK: CHARGING VOLTAGE (14.5 VOLTS +/- 1 VOLT) @ FAST IDLE WITH HEADLIGHTS MARKER LIGHTS & DOME LIGHTS "ON".	CK: REGISTRATION SLIP, BLOODBORNE KIT & TRASH CAN & MOUNT,
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COACH INTERIOR	CK: DESTINATION SIGN OPERATION & ELECT CONNECTION. CLEAN SIDE SIGN GLASS.
CK: FLOOR COVERING AND SEAM SEALINGe	CK: DOME LIGHTS OPERATION, CK DOME LIGHT ASSY FOR SECUREMENT.
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Tahoe Transportation District

		DOOR MOTOR, CONTROL RODS & LOCK NUTS, ELECT WIRING SECUREMENT, LUBE DOOR ROLLERS
CK: WINDOWS, WEATHER-STRIPING, EMERGENCY ESCAPE WINDOW LATCH ASSY'S & LUBE		
CK: PASSENGER SEATS, MOUNTING, UPHOLSTERY CONDITION & CRASH PADS, CK: ALL SEAT BACKS FOR VANDALISM.		
CK: WHEELCHAIR SEAT LOCKS, BELT COND1170N, FLOOR ANCHORS. CK Q STRAINT BELTS.		CHECK FRANGIBLE GLASS & RED HANDLE EMERGENCY RELEASE.
CK: AIR TANK VALVES & LINE MOUNTING, RUBBING AND LEAKS, CK: SAFETY RELEASE VALVES OP.		CK: ROOF HATCHES OPERATION, CONDITION AND DECALS.

= O.K. O = ADJUSTMENT MADE		R = REPLACED	X = REPAIR
UNDERCARRIAGE		ENGINE	
	CK SECONDARY FUEL FILER, CK ADAPTER FOR COND & MOUNTING		CHANGE SPINNER FILTER & O-RINGS, CK: MOUNTS & CLAMP
	DRAIN ENGINE OIL, REPLACE FULL FLOW FILTER, TAKE OIL SAMPLE, TORUE OIL PAN DRAIN PLUG		REPLACE AIR FILTER, RESET AIR RESTRICTIION GAUGE, CK: AIR CLEANER HOUSING & INLET TUBING FOR CONDITION, & FOR LOOSE CLAMPS & FITTINGS, REPLACE PRIMARY FUEL FILTER
	REPLACE COOLANT FILTER, CK: ADAPTER & LINES FOR LEAKS.		
	CK: DIFFERENTIAL OIL LEVEL, ADJUST AS REQUIRED, CK: DIFF HOUSING FOR N EALS OR	CK	OIL LEVEL, CK•. RESERVOIR, PUMP & LINES FOR LEAKS, MOUNTING & OND FILL OIL
	CK: U-JOINTS (1/16" PLAY MAX), U-JOINTS BOLTS SECUREMENT, SLIP-YOKE CONDITION & DRIVELINE PHASING.		PRESSURE TEST COOLING SYSTEM TO (7 PSI) FOR 5 MIN, FOR LEAKS. CK: SURGE TANK MOUNTS & ALL COOLANT LINES FOR RUBBING, WEAR & SECUREMENT.
	GREASE ALL CHASSIS LUBE POINTS THOROUGHLY		
	CK: FOR LEAKS AT TRANS, RETARDER/ACCUMULATOR & COOLER AREAS FOR LEAKS, CK: TRANS FILTER COVER & HOUSING BOLTS.		FILL ENGINE WITH (15/40W) OIL & START ENGINE. CK: ALL LINES FOR LEAKS, (AIR, OIL, TRANS, P/S & FUEL)
			CK•. TURBO COUPLING OIL LINE FOR LEAKS AND CONDITION.
	CK: RADIATOR, MOUNTS & FAN SHROUD FOR CLEARANCE, CK: FAN BLADES FOR DAMAGE.		CK: EXHAUST SYSTEM (PIPES, FLEX TUBE, CLAMPS, HEAT SHIELD & DPF SYSTEM) FOR CRACKS, MOUNTING, POSTÜONING & LEAKS.
	CK: BOOSTER PUMP MOUNTS, WIRING & CONDIITN, CK: COOLANT LINES & VALVES FOR LEAKS.		CK: ALL OF ENGINE & ENGINE COMPARTMENT FOR WIRING, HOS-ES, CLAMPS, BRACKETS, MOUNTS, PULLEYS, BELTS & TENSIONERS, FOR LEAKS,
	CK: ENGINE MOUNTS CONDITION & FOR LOOSE BOLTS, CK: TRANS ADAPTER MOUNTING BOLTS.		CK: ECM MOUNTING & WIRE SECURE-ME-NT, CK: FUEL PUMP LINES & WIRE'S
	CK: ALL LINES (I.E. FUEL, COOLANT & P/S) & WIRE HARNESSSES FROM FRONT TO REAR OF COACH.	AFTER ENGINE START-UP	
	CK: FUEL TANK STRAPS, INSULATORS & MOUNTS, CK: FUEL PIPING.		CK: ENGINE & TRANS FOR LEAKS (OIL, COOLANT, AIR)
	CK: AIR BELLOWS FOR CRACKS, LEAKS & MOUNTING..		CK•. ENGINE, TRANS, PJS & COOLANT LEVELS & ADJUST.
	CK: ALL SHOCKS FOR LEAKS, LOOSE MOUNTS & WORN BUSHINGS,		CLEAN STEERING WHEEL, SEATS, KNOBS, TOGGLE SWITCHES
	CK: LEVELING VALVES & LINK CONDIITN, MEASURE RIDE HEIGHT FRONT AIR BAGS (9-1/40 FROM TOP OF AXLE TO BOTFOM OF FRAME RAIL, REAR AIR BAGS (4-7/8") FROM TOP OF AXLE TO THE BOTTOM OF FRAME RAIL PLUS OR MINUS (1/4") FRONT & REAR.	ROADTEST	
	CK: ALL TORQUE & RADIUS RODS, BUSHINGS, BOLTS, MOUNTS FOR CRACKS & CLAMPS FOR MISALIGNMENT.		CK: ALL INSTRUMENT OPERATION,
	CK: SWAY BAR, BUSHINGS, LINKS, MOUNTS AND FRAME MEMBERS FOR CONDTÄON, CRACKS & LOOSE OR MISSING BOLTS.		CK: FOR ANY DASH INDICATORS, ABS LAMP ON, CHECK ENGINE LAMP ON, ANY WARNING LAMPS
	CK•. FRONT AXLE & SUSPENSION MOUNTING & BOLT SECUREMENTL		CK•. BRAKE PERFORMANCE.
	CK: PITMAN ARM POSITION & PITMAN NUT SECURE-MENI		CK: HEAT AND AIR CONDITIONING PERFORMANCE
	CK: STEERING DRAG LINK/TIE ROD ENDS, STUDS, LINKS, COTTER PINS, NUTS, SLEEVES & CLAMPS FOR SECURE-ME-NT, WEAR & CORRECT POSITIONING ON TIE ROD		CK: STEERING ACfION, CK: FOR SHIMMY.
	CK: STEERING BOX SECURE-ME-NT, MOUNTING BOLT TORQUE, STEERING BOX PLATE FOR CRACKS & BOX/LINES FOR LEAKS		PREFORM A PRETRIP INSPECTION BEFORE HOLDING BUS AS PM DEFECTS

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Tahoe Transportation District

CK: CONDITION OF STEERING KNUCKLES, SEALS BRG'S, CK: FOR EXCESSIVE MOVEMENT ON KINGPINS & WHEEL BRG'S FOR PLAY FRT/REAR.	TOTAL FLUIDS USED	
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ON INTERNATIONAL CK: SIDE PANEL SECURMENT	_____	
	1 HAVE INSPECTED ALL CHECKED OK	
	OF THE ITEMS LISTED ON THE FORM AND ITEMS ARE IN GOOD OPERATING CONDf170N	
	MECHANICS SIGNATURE	
	SUPERVISORS SIGNATURE	_____



F PMI
24,000 MILE PREVENTIVE
MAINTENANCE INSPECTION
NABI BLUEBIRD

BUS # _____		CURRENT
W/O # _____	MILEAGE READING	
DATE: _____	MILES BETWEEN P.M.I	

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CK: WIPER BLADE CONDITION AND ARM SECUREMENT, ADJUST WASHER FLUID LEVEL AND SPRAY NOZZLES.				CK: ABS, CK & STOP ENGINE LIGHTS SHOULD ILLUMINATE MOMENTARILY WHEN BUS IS STARTED IF LIGHTS STAYS ILLUMINATED LOG AS DEFECT.			
CK: OUTSIDE BUS MIRROR CONDITION, SECUREMENT. CK: MIRROR CONTROLS				PUMP AIR DOWN TO 40 PSI, CHECK WARNING LIGHT & PARKING BRAKE SELF APPLICATION.			
CK: OUTSIDE BUS NUMBERS, LOGOS, BATTERY DISCONNECT, CHP NUMBERS, CK FOR LOOSE OR DAMAGED FENDER SKIRTS.				CK: FAST IDLE ACCELERATOR/BRAKE INTERLOCK.			
CK: FRONT & REAR BUMPER SECUREMENT, ALIGNMENT, CONDITION.				CK: AIR COMPRESSOR CUT IN, MIN 85-psi. CUT OUT, MAX 130-psi. CK: AIR BUILD UP TIME, FROM 85-psi TO 100-psi IN 40-SEC .			
CK: BIKE RACK FOR DAMAGE, ACTUATE ALL LATCHES, HANDLES, AND BRACKETS FOR LOCKING & SMOOTH OPERATION. CK W/C DEPLOYED SWITCH & DASH LIGHT.				CK: FOR APPLIED AIR LEAKS. 3 LBS MAX LOSS PER MIN.			
COMPLETE BODY INSPECTION SHEET.				CK: PARKING BRAKE CONTROLS, AND KNOB FOR CRACKS, OPERATION & DASH INDICATOR LIGHT, CK: VALVE FOR LEAKS.			
CK: HUBODOMETER FOR LEGIBILITY, ACCURACY				CK: STEERING WHEEL COND, AND WHEEL LASH, VERTICAL MOVEMENT, CK: COLUMN SECUREMENT, BOOT COND, CK: TILT/TELE OPERATION. LUBE STEERING SHAFT AND U-JOINTS.			
CORRECT TIRE PRESSURE TO 110 PSI FRONT, 100 PSI REAR.				CK: ALL DRIVERS CONTROLS: SWITCHES LIGHTS & VISOR CK: RADIO & CONTROLS, MOUNTING & HANDSET.			
CK: FRONT HUB OIL LEVEL, ADJUST AS NECESSARY				CK: DRIVER'S DASH, SIDE AND OVERHEAD CONSOLES FOR CRACKS & SECUREMENT, CK: FOR MISSING SCREWS, CK: DRIVERS WINDOW .			
CK: REAR AXLE FLANGE, FOR MISSING STUDS & LEAKS.				CK: HEAT AND DEFROSTERS			
CK: ALL ACCESS DOOR LATCHES, HINGES & PROPS.				CK: DASH AIR CONDITIONING CK: REAR AIR CONDITIONING			
CK: FIBERGLASS REAR ACCESS PANEL FOR MISSING SCREWS.				CK: DRIVER'S SEAT/SEATBELT OPERATION/COND. AND SEAT ALARM IF EQUIPED, LUBE SLIDE TRACK.			
CK: BODY PANELS FOR CRACKS AND BUCKLING.				CK: WIPER, WASHER & INTERMITTENT OPERATION & ARM ADJUSTMENT.			
CK: FUEL CAP AND NECK FOR LEAKS. CK: DEF CAP				CK: WINDSHIELD CONDITION.			
REMOVE AND CLEAN BATTERY TERMINALS, CK BATTERIES FOR CRACKS, CK BATTERY TRAY SLIDES, LOCKS, CABLES, & TIE DOWNS LUBE TRAY SLIDES, CK BATTERY DISCONNECT SWITCH OPERATION & CONDITION				CK: THROTTLE & BRAKE PEDALS FOR DEBRIS, CORROSION & FUNCTION.			
CK: WHEEL CHAIR LIFT, SENSORS AND CONTROLS				CK: FIRE EXTINGUISHER AND FIRE SUPPRESSION SYSTEM PIN & SEAL.			
LOAD TEST BATTERIES TO 600 AMPS FOR 15 SECONDS. MIN 9.6 VOLTS.				CK: ROADSIDE WARNING DEVICES, (3 PER SET OR SEALED)			
CK: CHARGING VOLTAGE (14.5 VOLTS +/- 1 VOLT) @ FAST IDLE WITH HEADLIGHTS, MARKER LIGHTS & DOME LIGHTS "ON".				CK: REGISTRATION SLIP, BLOODBORNE KIT & TRASH CAN & MOUNT.			
CK: AIR LINES, SHUTOFF VALVES AND FITTINGS FOR LEAKS AND DRAIN AIR TANKS, CK: FOR CONTAMINATION.				CK: FAREBOX OPERATION, CLEAN INSIDE WITH COMPRESSED AIR, CK TRIM			
COACH INTERIOR				CK: DESTINATION SIGN OPERATION & ELECT CONNECTION. CLEAN SIDE SIGN GLASS.			
CK: FLOOR COVERING AND SEAM SEALING.				CK: DOME LIGHTS OPERATION, CK DOME LIGHT ASSY FOR SECUREMENT.			
CK: ALL CHIME STRIPS/CORDS & STOP REQUESTED SIGN OP & COND.				CK: FRONT DOOR, OPERATION & CONDITION & AIR RELEASE VALVE, CK: DOOR MOTOR, CONTROL RODS & LOCK NUTS, ELECT WIRING SECUREMENT, LUBE DOOR ROLLERS			
CK: ALL STANCHIONS, GRABRAILS, MODESTY PANELS & FT/RR MIRRORS.				CK: WINDOWS, WEATHER-STRIPING, EMERGENCY ESCAPE WINDOW LATCH ASSY'S & LUBE			
CK: ALL INTERIOR PANELS & ENGINE ACCESS FOR CONDITION & SECUREMENT.				CK: PASSENGER SEATS, MOUNTING, UPHOLSTERY CONDITION & CRASH PADS, CK: ALL SEAT BACKS FOR VANDALISM.			
CK: WHEELCHAIR SEAT LOCKS, BELT CONDITION, FLOOR ANCHORS. CK: Q-STRAINT BELTS.				CHECK FRANGIBLE GLASS & RED HANDLE EMERGENCY RELEASE.			
CK: AIR TANK VALVES & LINE MOUNTING, RUBBING AND LEAKS, CK: SAFETY RELEASE VALVES OP.				CK: ROOF HATCHES OPERATION, CONDITION AND DECALS.			
√ = O.K.		O = ADJUSTMENT MADE		R = REPLACED		X = REPAIR	



**24,000 MILE PREVENTIVE
MAINTENANCE INSPECTION
NABI BLUEBIRD**

F PMI

BUS # _____

W/O # _____
DATE: _____

CURRENT

MILEAGE
READING

MILES BETWEEN P.M.I

√ = O.K. O = ADJUSTMENT MADE R = REPLACED X = REPAIR

COACH EXTERIOR		COACH INTERIOR	
	CK: HI-LO BEAM, TURN SIGNALS, 4-WAY FLASHERS & BEEPER, CLEARANCE LIGHTS, <u>TAIL BACK-UP</u> & LIC PLATE		CK: DASH INDICATOR LIGHTS WITH TEST SWITCH, INCLUDING WAIT TO <u>START</u> .
	CK: ALL LENS CONDITION FOR CRACKS		CK: ABS, CK & STOP ENGINE LIGHTS SHOULD ILLUMINATE MOMENTARILY WHEN BUS IS STARTED IF LIGHTS STAYS ILLUMINATED LOG AS DEFECT.
	CK: WIPER BLADE CONDITION AND ARM SECUREMENT, ADJUST WASHER FLUID LEVEL AND SPRAY NOZZLES.		PUMP AIR DOWN TO 40 PSI, CHECK WARNING LIGHT & PARKING BRAKE SELF APPLICATION.
	CK: OUTSIDE BUS MIRROR CONDITION, SECUREMENT, CK: MIRROR CONTROLS		CK: FAST IDLE ACCELERATOR/BRAKE INTERLOCK.
	CK: OUTSIDE BUS NUMBERS, LOGOS, BATTERY DISCONNECT, CHP NUMBERS, CK FOR LOOSE OR DAMAGED FENDER SKIRTS.		CK: AIR COMPRESSOR CUT IN, MIN 85-psi. CUT OUT, MAX 130-psi.
	CK: FRONT & REAR BUMPER SECUREMENT, <u>ALIGNMENT,CONDITION</u> .		CK: AIR BUILD UP TIME, FROM 85-psi

2022 Transit Asset Management (TAM) Plan
Tahoe Transportation District

			TO 100-psi IN 40-SEC.
	CK: BIKE RACK FOR DAMAGE, ACTUATE ALL LATCHES, HANDLES, AND BRACKETS FOR LOCKING & SMOOTH OPERATION. CK W/C DEPLOYED SWITCH & DASH LIGHT.		CK: FOR APPLIED AIR LEAKS, 3 LBS MAX LOSS PER MIN. CK: PARKING BRAKE CONTROLS, AND KNOB FOR CRACKS, OPERATION & DASH INDICATOR LIGHT, CK: VALVE FOR LEAKS.
	COMPLETE BODY INSPECTION SHEET.		CK: STEERING WHEEL COND, <u>AND</u> <u>WHEEL</u> LASH, VERTICAL MOVEMENT, CK: COLUMN SECUREMENT, BOOT COND, CK: TILT/TELE OPERATION. LUBE STEERING SHAFT AND U-JOINTS.
	CK: HUBDOMETER FOR LEGIBILITY, ACCURACY		
	CORRECT TIRE PRESSURE TO 110 PSI FRONT, 100 PSI REAR.		
	CK: FRONT HUB OIL LEVEL, ADJUST AS NECESSARY		CK: ALL DRIVERS CONTROLS: SWITCHES LIGHTS & VISOR CK: RADIO & CONTROLS, MOUNTING & HANDSET.
	CK: REAR AXLE FLANGE, FOR MISSING STUDS & LEAKS.		
	CK: ALL ACCESS DOOR LATCHES, HINGES & PROPS.		CK: DRIVER'S DASH, SIDE AND OVERHEAD CONSOLES FOR CRACKS & SECUREMENT, CK: FOR MISSING SCREWS, CK: <u>DRIVERS WINDOW.</u>
	CK: FIBERGLASS REAR ACCESS PANEL FOR MISSING SCREWS.		
	CK: BODY PANELS FOR CRACKS AND BUCKLING.		CK: HEAT AND DEFROSTERS
	CK: FUEL CAP AND NECK FOR LEAKS. CK: DEF CAP		CK: DASH AIR CONDITIONING CK: REAR AIR CONDITIONING

2022 Transit Asset Management (TAM) Plan
Tahoe Transportation District

	<p>REMOVE AND CLEAN BATTERY TERMINALS, CK BATTERIES FOR CRACKS, CK BATTERY TRAY SLIDES, LOCKS, CABLES, & TIE DOWNS LUBE TRAY SLIDES, CK BATTERY DISCONNECT SWITCH OPERATION & CONDITION</p>	<p>CK: DRIVER'S SEAT/SEATBELT OPERATION/COND. AND SEAT ALARM IF EQUIPED, LUBE SLIDE TRACK.</p>
		<p>CK: WIPER, WASHER & INTERMITTENT OPERATION & ARM ADJUSTMENT.</p>
	<p>CK: <u>WHEEL CHAIR</u> LIFT, SENSORS AND CONTROLS</p>	<p>CK: WINDSHIELD CONDITION.</p>
	<p>LOAD TEST BATTERIES TO 600 AMPS FOR 15 SECONDS. MIN 9.6 VOLTS.</p>	<p>CK: THROTTLE & BRAKE PEDALS FOR DEBRIS, CORROSION & FUNCTION.</p>
	<p>CK: CHARGING VOLTAGE (<u>14.5</u> VOLTS +/- 1 VOLT) @ FAST IDLE WITH HEADLIGHTS, MARKER LIGHTS & DOME LIGHTS "ON".</p>	<p>CK: FIRE EXTINGUISHER AND FIRE SUPPRESSION SYSTEM PIN & SEAL.</p>
	<p><u>CK: AIR</u> LINES, SHUTOFF VALVES AND FITTINGS FOR LEAKS AND DRAIN AIR TANKS, CK: FOR CONTAMINATION.</p>	<p>CK: ROADSIDE WARNING DEVICES, (3 PER SET OR SEALED)</p>
	<p>COACH INTERIOR</p>	<p>CK: REGISTRATION SLIP, BLOODBORNE KIT & TRASH CAN & MOUNT.</p>
	<p>CK: FLOOR COVERING AND SEAM SEALING.</p>	<p>CK: FAREBOX OPERATION, CLEAN INSIDE WITH COMPRESSED AIR, CK TRIM</p>
	<p>CK: ALL CHIME STRIPS/CORDS & STOP REQUESTED SIGN OP & COND.</p>	<p>CK: DESTINATION SIGN OPERATION & ELECT CONNECTION. CLEAN SIDE SIGN GLASS.</p>
	<p>CK: ALL STANCHIONS, GRABRAILS, MODESTY PANELS & FT/RR MIRRORS.</p>	<p>CK: DOME LIGHTS OPERATION, CK DOME LIGHT ASSY FOR SECUREMENT.</p>

2022 Transit Asset Management (TAM) Plan
Tahoe Transportation District

	CK: ALL INTERIOR PANELS & ENGINE ACCESS FOR CONDITION & SECUREMENT.		CK: FRONT DOOR, OPERATION & CONDITION & AIR RELEASE VALVE, CK: DOOR MOTOR, CONTROL RODS & LOCK NUTS, ELECT WIRING SECUREMENT, LUBE DOOR ROLLERS
	CK: WINDOWS, WEATHER-STRIPING, EMERGENCY ESCAPE WINDOW LATCH ASSY'S & LUBE		
	CK: PASSENGER SEATS, MOUNTING, UPHOLSTERY CONDITION & CRASH PADS, CK: ALL SEAT BACKS FOR VANDALISM.		
	CK: WHEELCHAIR SEAT LOCKS, BELT CONDITION, FLOOR ANCHORS. CK: QSTRAINT BELTS.		CHECK FRANGIBLE GLASS & RED HANDLE EMERGENCY RELEASE.
	CK: AIR TANK VALVES & LINE MOUNTING, RUBBING AND LEAKS, CK: SAFETY RELEASE VALVES OP.		CK: ROOF HATCHES OPERATION, CONDITION AND DECALS.
✓ = O.K. O = ADJUSTMENT MADE R = REPLACED X = REPAIR			

UNDERCARRIAGE	ENGINE
CK SECONDARY FUEL FILER, CK ADAPTER FOR COND & MOUNTING	CHANGE SPINNER FILTER & O-RINGS , CK: MOUNTS & CLAMP
DRAIN ENGINE OIL, REPLACE FULL FLOW FILTER, TAKE OIL SAMPLE, TORQUE OIL PAN DRAIN PLUG	REPLACE AIR FILTER , RESET AIR RESTRICTION GAUGE, CK: AIR CLEANER HOUSING & INLET TUBING FOR CONDITION, & FOR LOOSE CLAMPS & FITTINGS. REPLACE PRIMARY FUEL FILTER
REPLACE COOLANT FILTER , CK: ADAPTER & LINES FOR LEAKS.	
CK: DIFFERENTIAL OIL LEVEL, ADJUST AS REQUIRED, CK: DIFF HOUSING FOR CRACKS & CK WHEEL & PINION SEALS FOR LEAKS	CK P/S OIL LEVEL, CK: RESERVOIR, PUMP & LINES FOR LEAKS, MOUNTING & COND, REFILL OIL.
CK: U-JOINTS (1/16" PLAY MAX), U-JOINTS BOLTS SECUREMENT, SLIP-YOKE CONDITION & DRIVELINE PHASING.	PRESSURE TEST COOLING SYSTEM TO (7 PSI) FOR 5 MIN, CK FOR LEAKS. CK: SURGE TANK MOUNTS & ALL COOLANT LINES FOR RUBBING, WEAR & SECUREMENT.
GREASE ALL CHASSIS LUBE POINTS THOROUGHLY	

CK: CONDITION OF STEERING KNUCKLES, SEALS BRG'S, CK: FOR EXCESSIVE MOVEMENT ON KINGPINS & WHEEL BRG'S FOR PLAY FRT/REAR.	TOTAL FLUIDS USED	
CK: AIR TANKS, VALVES & LINES FOR MOUNTING, RUBBING LEAKING OR SYSTEM CONTAMINATION, CK: SAFETY RELEASE VALVES OP.	ENGINE OIL	_____
ON INTERNATIONAL CK: PARKING BRAKE OPERATION, CK: FOR AIR LEAKS. ELSE, CK: PARKING BRAKE CABLES AND LINING	TRANS FLUID	_____
CD: BRAKE LINING THICKNESS, LOOK FOR MANUFACTURERS WEAR LINE AND NOTE WHEN THE PADS ARE TOUCHING OR BELOW THE WEAR LINE. CK: CALIPERS FOR LEAKING OR BINDING	Diff Fluid	_____
	P/S Fluid	_____
	D ALL OF THE ITEMS LISTED ON THE FORM AND ED OK ARE IN GOOD OPERATING CONDITION	
	CK: MUDFLAPS AND SECUREMENT ON INTERNATIONAL CK: SIDE PANEL SECUREMENT	
	MECHANICS SIGNATURE	_____
	SUPERVISORS SIGNATURE	_____



F PMI
22,500 MILE PREVENTIVE
MAINTENANCE INSPECTION
2015 INTERNATIONAL

BUS # _____			CURRENT
W/O # _____		MILEAGE READING	
DATE: _____		MILES BETWEEN P.M.I	
√ = O.K. O = ADJUSTMENT MADE R = REPLACED X = REPAIR			
COACH EXTERIOR		COACH INTERIOR	
CK: HI-LO BEAM, TURN SIGNALS, 4-WAY FLASHERS & BEEPER, CLEARANCE LIGHTS, TAIL,BACK-UP & LIC PLATE CK: ALL LENS CONDITION FOR CRACKS		CK: DASH INDICATOR LIGHTS WITH TEST SWITCH, INCLUDING WAIT TO START .	
CK: WIPER BLADE CONDITION AND ARM SECUREMENT, ADJUST WASHER FLUID LEVEL AND SPRAY NOZZLES.		CK: ABS, CK & STOP ENGINE LIGHTS SHOULD ILLUMINATE MOMENTARILY WHEN BUS IS STARTED IF LIGHTS STAYS ILLUMINATED LOG AS DEFECT.	
CK: OUTSIDE BUS MIRROR CONDITION, SECUREMENT. CK: MIRROR CONTROLS		PUMP AIR DOWN TO 40 PSI, CHECK WARNING LIGHT & PARKING BRAKE SELF APPLICATION.	
CK: OUTSIDE BUS NUMBERS, LOGOS, BATTERY DISCONNECT, CHP NUMBERS, CK FOR LOOSE OR DAMAGED FENDER SKIRTS.		CK: FAST IDLE ACCELERATOR/BRAKE INTERLOCK.	
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COMPLETE BODY INSPECTION SHEET.		CK: FOR APPLIED AIR LEAKS. 3 LBS MAX LOSS PER MIN.	
CK: HUBODOMETER FOR LEGIBILITY, ACCURACY		CK: PARKING BRAKE CONTROLS, AND KNOB FOR CRACKS, OPERATION & DASH INDICATOR LIGHT. CK: VALVE FOR LEAKS.	
CORRECT TIRE PRESSURE TO 110 PSI FRONT, 100 PSI REAR.		CK: STEERING WHEEL COND, AND WHEEL LASH, VERTICAL MOVEMENT, CK: COLUMN SECUREMENT, BOOT COND, CK: TILT/TELE OPERATION. LUBE STEERING SHAFT AND U-JOINTS.	
CK: FRONT HUB OIL LEVEL, ADJUST AS NECESSARY		CK: ALL DRIVERS CONTROLS: SWITCHES LIGHTS & VISOR CK: RADIO & CONTROLS, MOUNTING & HANDSET.	
CK: REAR AXLE FLANGE, FOR MISSING STUDS & LEAKS.		CK: DRIVER'S DASH, SIDE AND OVERHEAD CONSOLES FOR CRACKS & SECUREMENT, CK: FOR MISSING SCREWS, CK: DRIVERS WINDOW .	
CK: ALL ACCESS DOOR LATCHES, HINGES & PROPS.		CK: HEAT AND DEFROSTERS	
CK: FIBERGLASS REAR ACCESS PANEL FOR MISSING SCREWS.		CK: DASH AIR CONDITIONING CK: REAR AIR CONDITIONING	
CK: BODY PANELS FOR CRACKS AND BUCKLING.		CK: DRIVER'S SEAT/SEATBELT OPERATION/COND. AND SEAT ALARM IF EQUIPED, LUBE SLIDE TRACK.	
CK: FUEL CAP AND NECK FOR LEAKS. CK: DEF CAP		CK: WIPER, WASHER & INTERMITTENT OPERATION & ARM ADJUSTMENT.	
REMOVE AND CLEAN BATTERY TERMINALS, CK BATTERIES FOR CRACKS, CK BATTERY TRAY SLIDES, LOCKS, CABLES, & TIE DOWNS LUBE TRAY SLIDES, CK BATTERY DISCONNECT SWITCH OPERATION & CONDITION		CK: WINDSHIELD CONDITION.	
CK: WHEEL CHAIR LIFT, SENSORS AND CONTROLS		CK: THROTTLE & BRAKE PEDALS FOR DEBRIS, CORROSION & FUNCTION.	
LOAD TEST BATTERIES TO 600 AMPS FOR 15 SECONDS. MIN 9.6 VOLTS.		CK: FIRE EXTINGUISHER AND FIRE SUPPRESSION SYSTEM PIN & SEAL.	
CK: CHARGING VOLTAGE (14.5 VOLTS +/- 1 VOLT) @ FAST IDLE WITH HEADLIGHTS, MARKER LIGHTS & DOME LIGHTS "ON".		CK: ROADSIDE WARNING DEVICES, (3 PER SET OR SEALED)	
CK: AIR LINES, SHUTOFF VALVES AND FITTINGS FOR LEAKS AND DRAIN AIR TANKS, CK: FOR CONTAMINATION.		CK: REGISTRATION SLIP, BLOODBORNE KIT & TRASH CAN & MOUNT.	
COACH INTERIOR		CK: FAREBOX OPERATION, CLEAN INSIDE WITH COMPRESSED AIR, CK TRIM	
CK: FLOOR COVERING AND SEAM SEALING.		CK: DESTINATION SIGN OPERATION & ELECT CONNECTION. CLEAN SIDE SIGN GLASS.	
CK: ALL CHIME STRIPS/CORDS & STOP REQUESTED SIGN OP & COND.		CK: DOME LIGHTS OPERATION, CK DOME LIGHT ASSY FOR SECUREMENT.	
CK: ALL STANCHIONS, GRABRAILS, MODESTY PANELS & FT/RR MIRRORS.		CK: FRONT DOOR, OPERATION & CONDITION & AIR RELEASE VALVE, CK: DOOR MOTOR, CONTROL RODS & LOCK NUTS, ELECT WIRING SECUREMENT, LUBE DOOR ROLLERS.	
CK: ALL INTERIOR PANELS & ENGINE ACCESS FOR CONDITION & SECUREMENT.		CK: WINDSHIELD CONDITION.	
CK: WINDOWS, WEATHER-STRIPING, EMERGENCY ESCAPE WINDOW LATCH ASSY'S & LUBE		CK: WINDSHIELD CONDITION.	
CK: PASSENGER SEATS, MOUNTING, UPHOLSTERY CONDITION & CRASH PADS, CK: ALL SEAT BACKS FOR VANDALISM.		CK: WINDSHIELD CONDITION.	
CK: WHEELCHAIR SEAT LOCKS, BELT CONDITION, FLOOR ANCHORS. CK: Q-STRAINT BELTS.		CHECK FRANGIBLE GLASS & RED HANDLE EMERGENCY RELEASE.	
CK: AIR TANK VALVES & LINE MOUNTING, RUBBING AND LEAKS, CK: SAFETY RELEASE VALVES OP.		CK: ROOF HATCHES OPERATION, CONDITION AND DECALS.	
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TTD - 6,000 Mile Inspection

<p>1 Steam clean the following components/areas Engine, radiator, battery box, wheelchair lift equipment, condenser core and fan blades.</p> <p>Review Driver Pre/Post trip write-ups.</p> <p>Verify all electronic equipment is functioning properly</p> <p>Verify Neutral Safety/Starter Protection Devices are properly functioning.</p>	<p>Precaution must be taken to keep electronic equipment/controls dry. When cleaning radiator and condenser precaution must be taken not to clean at an angle. This will damage components fin systems All components/areas free of dirt.</p> <p>Defects from Pre/Post trip must be repaired.</p> <p>AVL, Radio systems, passenger communication systems, head, side and destination signs are all working properly</p> <p>Vehicle should not start in any position other than neutral. Starter should not engage while engine is running.</p>	<p><u>Pass</u> <u>Fail</u></p> <p><input type="checkbox"/> <input type="checkbox"/></p>	
<p>2 Operate wheelchair lift systems. Verify all system safety systems are functioning properly</p>	<p>Lifts should operate smoothly without hesitation, all <u>safety features</u> include brake interlock system, sensitive edges and restraint systems must function as designed on all models.</p>	<p><u>Pass</u> <u>Fail</u></p> <p><input type="checkbox"/> <input type="checkbox"/></p>	
<p>3 Verify all emergency exit windows and hatches function as designed. Section 517.217 Federal Motor Carrier Safety Administration</p>	<p>Each emergency window must be inspected. Channels must be free of debris and dirt, latches, and mechanisms must function as designed. Windows must open with minimal force.</p>	<p><u>Pass</u> <u>Fail</u></p> <p><input type="checkbox"/> <input type="checkbox"/></p>	
<p>4 Verify that all vehicle exterior lighting is functioning <u>properly</u> and interior/exterior mirror are in good condition. This <u>includes</u>: back up lights, marker, turn signals/4 ways, hi/low beams, (All Exterior lighting systems)</p>	<p>All lighting fixtures should illuminate when energized. All lens properly attached, no cracked or discolored lens are acceptable. Lights must be installed correctly. Replace LED lights if ½ or greater of the lights are burned out. Mirror heads and arms mounted securely. All mirrors must hold adjustment. Glass free of chips or discoloring and attached securely.</p>	<p><u>Pass</u> <u>Fail</u></p> <p><input type="checkbox"/> <input type="checkbox"/></p>	
<p>5 Verify bicycle rack condition</p>	<p>Racks are properly attached, locking mechanisms function properly. No cracks in frames, all hinges & bushings are in good working condition</p>	<p>Pass Fail</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	

TTD - 6,000 Mile Inspection

<p>5 Verify condition of all tires and wheels. Verify all wheels are at proper torque.</p>	<p>Tire properly inflated & tread must measure at least 4/32 on front axle and 2/32 on rear axles at all points in the tread pattern(s). No cuts, bulging or irregular wear patterns. No sidewall damage or excessive wear into the sidewall bars. No valve stem damaged. Wheel lugs are properly torqued to manufacturer's specifications, with no signs of damage. Hand holes must be properly aligned.</p> <p>Note: Document tire tread depth and tire pressure readings on inspection sheet provided.</p>	<p><u>Pass</u> <u>Fail</u></p> <p><input type="checkbox"/> <input type="checkbox"/></p>	
<p>7 Inspect windshield wipers and ensure washer system is operational. Inspect Windshield for damage.</p>	<p>Wiper assemblies securely attached. No excessive movement in saddle hardware. Blade material free of cracks and material is pliable. Wiper arms have adequate spring tension. Washer fluid must properly cover both W/S surfaces. Blade must make complete contact with W/S surfaces. When operated wiper blade contact area is cleared without streaking. Windshield must be free of cracks in direct line of driver's vision, or path of wiper blades.</p>	<p><u>Pass</u> <u>Fail</u></p> <p><input type="checkbox"/> <input type="checkbox"/></p>	
<p>3 Verify that all switches/lights are working. All dash panels/covers properly secured. All switch/control devices are properly identify/labeled Verify that horns (Hi & Low pitch) are working properly Verify condition of fire extinguisher Verify hazard triangles condition</p>	<p>All switches and lights operate/illuminate properly. All panels/covers must be properly tightened utilizing the proper/same fasteners. No loose or missing fasteners are acceptable. All switch/control devices are identified as designed by OEM. Label/plates must be properly secured and legible. Horn should be clearly audible; switch should not stick or hesitate when applied. Fire extinguisher must be properly secured, fully charged and sealed. Validate proper service date. Triangles must be properly stored and all 3 in good working condition</p>	<p><u>Pass</u> <u>Fail</u></p> <p><input type="checkbox"/> <input type="checkbox"/></p>	
<p>3 Verify all passenger door systems are working properly. Lubricate all door components</p>	<p>All door system controls function as designed, door should not delay when activated. No worn linkages or hinges are acceptable. Acceptable door speed is 1.5-3.0 for either opening or closing operation All door seals seal properly, seal material is pliable, no cracks or rips in material are acceptable. If equipped all safety/sensitive edge system must function as design. (Refer to specific OEM Maintenance Manuals for sub-fleet operating specification) Fittings must be cleaned prior to applying lubrication. All fitting must take lubricant</p>	<p>Pass Fail</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	

TTD - 6,000 Mile Inspection

<p>1 Verify condition of interior components to include seating, flooring, wall/ceiling panels, ad frames, emergency hatches and windows.</p>	<p>Structures not damaged & secured Flooring stable/good condition & no tripping hazards. Stanchion(s) properly secured and padded (if applicable). All wall/ceiling panels properly secured and no damaged or discoloration. Ad frames securely mounted and no cracks.</p>	<p style="text-align: center;"><u>Pass</u> <u>Fail</u></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p>	
<p>1 All models where applicable. Verify rear engine access panels are properly secured</p>	<p>Remove rear seat or panels. Access panel must be securely attached with OEM recommend fasteners. Any OEM insulation must be intact and properly installed.</p>	<p style="text-align: center;">Complete</p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>1 Clean head, <u>side</u> and rear destination sign compartments</p>	<p>Compartments to be cleaned with compressed air. Areas must be free of dirt and debris.</p>	<p style="text-align: center;">Pass Fail</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p>	
<p>1 Verify condition of windows, emergency window exits and roof hatches</p>	<p>Windows free of graffiti and properly secured. All rubber seals lubricated. All release mechanisms operate smoothly. Hatches properly identified with decals and open freely with moderate pressure. Hatch seals in secured and in good condition</p>	<p style="text-align: center;">Pass Fail</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p>	
<p>1 Verify steering wheel and column mounting and condition. (tilt/telescopic columns)</p> <p>Verify condition of brake pedal and accelerator pedal</p>	<p>Steering wheel and column <u>is</u> properly mounted. No movement in column, to include any movement between the steering wheel and upper steering shaft of column. Telescopic steering column systems must function as designed. All functions must adjust and lock properly. No excessive movement is acceptable. (<u>refer</u> to OEM manuals for specifications and allowable tolerance) Pedal cover material in good condition and properly attached. No lateral movement in pedal/pin system acceptable. No sticking is acceptable for either pedal</p>	<p style="text-align: center;">Pass Fail</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p>	
<p>1 Verify condition of all steering components to include kingpin play and wheel bear front adjustment on front axle.</p>	<p>Pitman arm & steering box securely attached with no leaks. No up & down movement in tie-rod or drag-link ends that exceeds 1/16 an inch. Turn wheel and ensure tires do not <u>make contact with</u> draglink or air lines. Check play at the steering shaft <u>uoints</u> & transfer box (if equipped). No excessive play in steering wheel With front axle jacked up check kingpin and wheel bearing <u>end-play</u>, no excessive movement is acceptable. Adjust/replace as needed.</p>	<p style="text-align: center;">Pass Fail</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p>	
<p>1 Replace HVAC return air filters. (All Vehicles) Replace Battery Pack Cooling Filter (900 Series)</p>	<p>Filter material is to be replaced, if bulk material is cut to size ensure material completely covers evaporator cores. Ensure filter is properly sealed around the perimeter to ensure return air flow is forced through material. Two filter changes are required on the following sub-fleets: 200, 500 and 800 series <u>vehicle</u>. Check and replace Rooftop</p>	<p style="text-align: center;">Complete</p> <p style="text-align: center;"><input type="checkbox"/></p>	

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	battery pack cooling filter on 900-Series Hybrid New flyer and NABI vehicles.		
1	Service vehicle batteries Verify alternator output.	Battery deck surfaces free of dirt, side of batteries not swollen <u>Clean battery slide rails and channels as needed, lubricate with twister penetrating spray</u> No loose or damaged connections, cables, terminal post are acceptable. Electrolyte at proper level in all cells. Load test batteries. Alternator output at batteries must be 27.5 with engine on fast idle with system under full electrical load.	Complete <input type="checkbox"/>
1	Verify condition of hydraulic fan system and Change fluid and filters	System is properly filled with fluid. Fluid must not show signs of excessive dirt or deterioration. Components and hoses must be leak free. All hoses properly routed with no chaffing, cracks or splitting is acceptable. Change fluid/filter system free of leaks,	<u>Pass</u> <u>Fail</u> <input type="checkbox"/> <input type="checkbox"/>
1	Verify condition of engine and pony motor compartment Verify components are secured (A/C Compressor, alternator air compressor exhaust system etc.)	Belts tension properly adjusted/alignment & secured. Belts not cracked/frayed/separated. All fluid fittings lines, clamps and hoses properly routed & secured. No cracked, cut, bulging, collapsed or leaking lines. All exhaust system piping, clamps and components properly secured, no indicators of system leaks <u>is</u> acceptable. Wiring harnesses must be properly mounted; no bare or frayed wiring is acceptable. All components attached/secured properly, no system leaks detected (oil, anti-freeze, hydraulic fluids) All fluid levels are filled to properly level. Do not add oil, fluid will be changed on this inspection interval	Pass Fail <input type="checkbox"/> <input type="checkbox"/>
2	Pressure test coolant system check for system leaks.	Apply air pressure to coolant system in accordance <u>to</u> OEM specification. Ensure all heat system isolation valves are open. System must be leak free under sustained pressure. Pressure drops indicate system coolant leak. Leaks must be identified and repaired prior to vehicle being returned to service.	<u>Pass</u> <u>Fail</u> <input type="checkbox"/> <input type="checkbox"/>

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<p>2 Verify Condition of Articulated system and bellow</p>	<p>Open the platforms "front and rear" <u>and</u> remove all debris and clean articulated area. No hydraulic fluid leaks are acceptable. Inspect all screw joints of articulated section. Ensure joints are not damaged and wire rope tension is properly <u>set</u> and rope seated. All electrical connections and harness are in good condition. Ensure all bearings and sliding segments are properly seated and show no signs of wear. Inspect all mechanical components; replace any worn or defective parts. Verify proper operation of max angle sensors. <u>Bellow</u> is to be free of rips, holes etc. and properly seated and secured. Refer to maintenance manuals for OEM specifications.</p>	<p style="text-align: center;"><u>Pass</u> <u>Fail</u></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p>	
<p>2 All <u>Articulated Models</u> Lubricate articulated system components Verify condition of Devices/Components</p>	<p>Fitting must be cleaned prior to lubrication. Lubricate all fitting. Excess lubricant must be removed.</p> <p>All control devices must be within OEM specifications. This includes torques, pressures and clearance.</p> <p>Refer to OEM manuals for specification details</p>	<p style="text-align: center;">Complete</p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>2 Lubricate undercarriage starting at Rear axle. Verify Driveline condition and alignment</p>	<p>All fittings cleaned prior to applying lubricant. All fitting should accept lubricant. If fitting does not, replace fitting and attempt lubrication again. <u>Drive-line</u> in phase/aligned & properly secured. No movement at joints or play at slip yolk. Drive line safety <u>guard</u> is in place, secured and not damaged</p> <p>Lube points are properly lubricated. No signs of over or under lubrication. Caution is to be taken not over lubricate brake components.</p>	<p style="text-align: center;">Complete</p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>2 Change differential fluid; ensure fluid is filled to proper level. Clean rear axle vent</p>	<p>Change fluid, inspect fluid for abnormal metals. Ensure drain plug is magnetic. Fluid should be 1/8 to ¼ below the plug opening.</p> <p>Vent line should be free of dirt build up and vent cap should be free. Pinion seal carrier bolts/screws tight, free of excessive dirt and no leaks.</p>	<p style="text-align: center;"><u>Pass</u> <u>Fail</u></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p>	
<p>2 Verify condition of vehicle suspension components Record ride height Front _____ Center _____ Rear _____</p>	<p>All components securely attached. All bushings in good condition, with no signs of excessive movement or metal to metal contact. Shocks dry with no signs of leakage, shock bushings intact with no signs of movement. No air leaks detected on air bags or other components & ensure proper ride height is obtained. (Follow manufacturers guidelines)</p>	<p style="text-align: center;"><u>Pass</u> <u>Fail</u></p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p>	
<p>2 Verify condition of frame and chassis.</p>		<p style="text-align: center;"><u>Pass</u> <u>Fail</u></p>	

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3	Verify condition of engine, pony motor and transmission mounts.	All mounts are securely attached; no loose bolts or mounting plates are acceptable. Mounting rubber/material in good condition, no excessive splitting or cracking acceptable.	Pass Fail <input type="checkbox"/> <input type="checkbox"/>	
3	Check with foreman to verify if transmission service is required Change transmission fluid filter Take fluid sample	Sample taken and documented properly. Filters changed. Upon startup of engine verify there are no leaks at filter housings. *Ensure unit is filled to the proper fluid level.	Complete <input type="checkbox"/>	
3	All vehicle: Take oil sample Change engine oil and filter Verify condition of fuel filter Change air filter Change crankcase ventilation filter Perform coolant strip test Perform air dryer service.	Oil sample taken and properly documented. Drain oil and remove oil filter, closely inspection drain plug for heavy/unusual metals. Oil filter properly primed before installation. Caution is to be taken not to over or under tighten filter. Drain plug tighten to manufacturer torque specification. Fill engine with proper weight oil If deemed <u>necessary</u> replace fuel filter element. Prime filter housing, reinstall and tighten to manufacturer specification. Spin on fuel filters <u>are</u> to be changed at this interval. Change air filter element. Verify that all hoses, clamps etc. <u>on air</u> filter system are intact and securely mounted *Start engine upon completion of these tasks. No fluid leaks acceptable at filters or drain plug Record results of coolant strip test and report negative results Replace desiccant cartridge, clean filter housing, inspect check valve and rebuild purge valve assembly.	Complete <input type="checkbox"/>	
3	Verify Fire suppression system	Verify system is charged, ensure there are no obstructions or debris at nozzles, nozzles caps are in place. All hoses/supply hoses are free of rubbing or obstruction.	Complete <input type="checkbox"/>	
3	Road test vehicle. Perform Vericom Brake Test	Follow communicated road test route. Connect the Pro-Link and check for fault codes, turbo boost pressure and check retarder operation in all stages. Report any drivability defects identified during road test. HVAC system should be operated to ensure system functions properly. Record brake test results on the inspection checklist attached.	Complete <input type="checkbox"/>	
3	Document RTA properly to reflect work performed during this inspection process	Work properly documented using proper Primary/Secondary Coding. Add notes to system that are relevant to work performed.	Complete <input type="checkbox"/>	

TTD - 6,000 Mile Inspection

Record Tire Inspection On Data Sheet

Mechanic Signature & No.: _____

Date:

Supervisors/Foreman's Signature: _____

Date:

Size	Max Throw
20	1 3/4"
24	1 3/4"
24L	2"
30	2"
36	2 1/4"
Steering Wheel Free Play	
Wheel Size	Max Play
16"	4 1/4"
18"	4 3/4"
20"	5 1/4"
22"	5 3/4"
Tire Tread Depth	
Front	Minimum tread depth 4/32"
Rear	Minimum tread depth 2/32"



Inspection Check List

Vehicle No.

W/O No.

Mechanic Name & No:

Brake Throw
below:

Document & describe defects and/or adjustments made in the space provided

TTD – 6,000 Mile Inspection

Front

Tread Depth:

Before	PSI:	After

Pass	Fail
1. <input type="checkbox"/>	<input type="checkbox"/>
2. <input type="checkbox"/>	<input type="checkbox"/>
3. <input type="checkbox"/>	<input type="checkbox"/>
4. <input type="checkbox"/>	<input type="checkbox"/>
Before	After

Pass	Fail
1. <input type="checkbox"/>	<input type="checkbox"/>
2. <input type="checkbox"/>	<input type="checkbox"/>
3. <input type="checkbox"/>	<input type="checkbox"/>
4. <input type="checkbox"/>	<input type="checkbox"/>
Before	After

Front

Tread Depth:

Before	PSI:	After

Wheel Torque Checked
(All Wheels)

750 Ft Lbs

Center

Inner Outer

Tire Tread Depth

Before	PSI:	After

Pass	Fail
1. <input type="checkbox"/>	<input type="checkbox"/>
2. <input type="checkbox"/>	<input type="checkbox"/>
3. <input type="checkbox"/>	<input type="checkbox"/>
4. <input type="checkbox"/>	<input type="checkbox"/>
Before	After

Pass	Fail
1. <input type="checkbox"/>	<input type="checkbox"/>
2. <input type="checkbox"/>	<input type="checkbox"/>
3. <input type="checkbox"/>	<input type="checkbox"/>
4. <input type="checkbox"/>	<input type="checkbox"/>
Before	After

Center

Inner Outer

Tire Tread Depth

Before	PSI:	After

Rear

Inner Outer

Tire Tread Depth

Before	PSI:	After

Pass	Fail
1. <input type="checkbox"/>	<input type="checkbox"/>
2. <input type="checkbox"/>	<input type="checkbox"/>
3. <input type="checkbox"/>	<input type="checkbox"/>
4. <input type="checkbox"/>	<input type="checkbox"/>
Before	After

Pass	Fail
1. <input type="checkbox"/>	<input type="checkbox"/>
2. <input type="checkbox"/>	<input type="checkbox"/>
3. <input type="checkbox"/>	<input type="checkbox"/>
4. <input type="checkbox"/>	<input type="checkbox"/>
Before	After

Rear

Inner Outer

Tire Tread Depth

Before	PSI:	After

Note: Document measurement & readings below. For inspection items such as drums, cams & linings mark the appropriate box. If any measurements fall outside the tolerance indicated or "fails" document the before and after readings for the task(s) being performed.

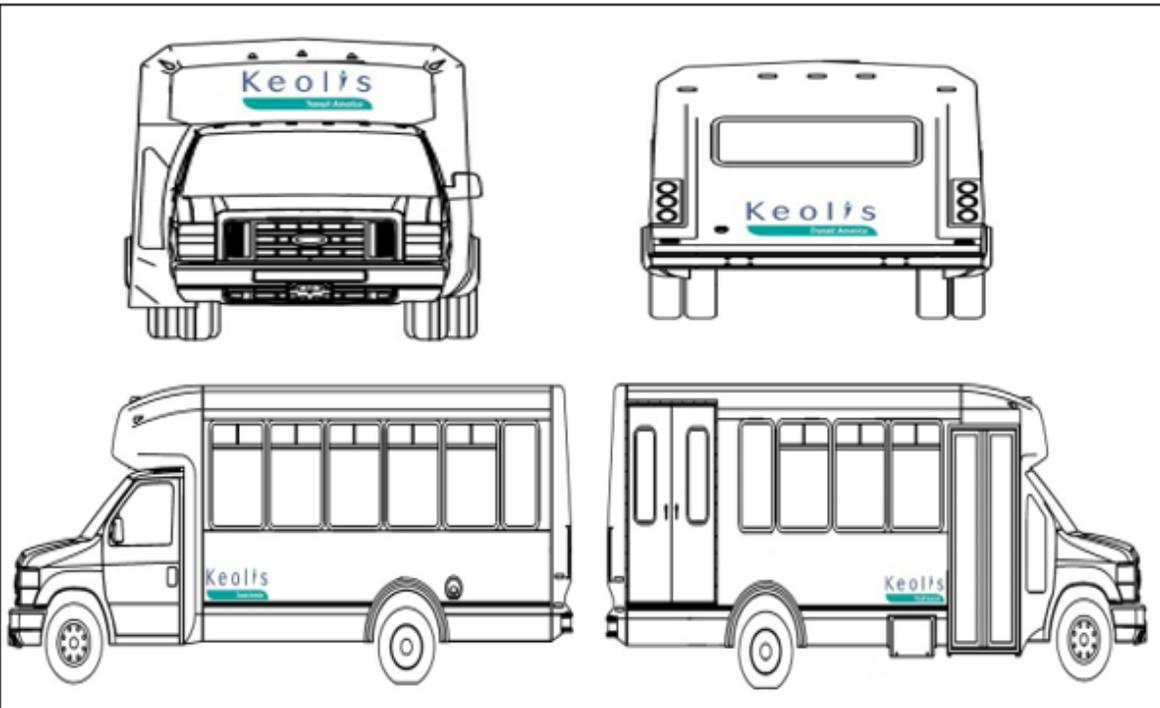
Brake Efficiency Test Results					
Test #	Speed	Distance	Average 'G'	Time	Distance from 20 (m/s)
1					
2					
3					
Park Brake Test					

Body Damage Report - Indicate with an X of all Body Damage

Technician(s) Complete Signature Date

Technician(s) Complete Signature Date

Supervisor's Complete Signature Date



Appendix D: Standard Operating Procedures



TTD EMPLOYEE TRAINING **REPAIR PROCESSES AND PROCEDURES.**

1. All vehicles at TTD must be removed from service and a Work order created before any technician begins repairs.
2. Besides Working on scheduled PM's, all unscheduled equipment in the yard must have a QI Inspection done.
3. Prior to beginning work – At the start and upon completion communication with the manager and dispatch must be established. Let dispatch know when a bus (unit) is being downed or is cleared for service.

Example:

1. 10:00 Service started on unit 204 – will check and advise, Oscar.
2. Bad starter – Put in Parts request, Parts clerk ordered parts ETA 16:00 Oscar.
3. Starter and service completed – 22:00 Oscar.

Example:

1. 06:00 Service started on unit 204 – Will check and advise, Edgar.
2. 08:00 Service completed – See PMI sheet.
3. 08:05 During inspection found leak at front main seal – Work needs to be scheduled – Turned over to Oscar (Edgar).
4. 07:30 Oscar – Removed components, replaced front seal, Reinstalled components, Unit completed – Oscar.

When Opening A Work Order:

1. Technicians should be clocked into a work order at all times. If you have completed all the work, make sure your notes are completed and you have signed off on the work order.
2. Assigned work orders are to be kept in the designate safe workstation or location. (Never keep work orders on your tool box or on the shop floor).



EMPLOYEE TRAINING PROGRAM

Tahoe Transportation
DISTRICT

3. The vehicle information sections must be completely filled out.
4. When dealing with and handling DVIR's the process is the same as a repair Except when a driver approaches you with a DVIR, be polite and cordial, ask them to describe the issue being reported. Take a minute to go with him/her and review the DVIR
 - If the complaint is a safety sensitive light or issue, make the needed repairs.
 - If the complaint is non safety related and the unit is safe to drive advise the driver to note the issue on his/her DVIR.
 - If the complaint is major, advise the driver to notify dispatch and have a road call opened immediately in solutions and inform dispatch of your findings.
 - Your goal is to examine each complaint to ascertain the validity and or severity of the issue while the driver is present.
 1. Verify complaints and make sure work orders are opened for each complaint.
 2. Start with the first initial complaint and work through each complaint/work order.
 3. Once work is completed detail your work in the comments and sign off and date the work order.
 4. Sign and date the DVIR located in the cab of the bus/unit when work is completed.
 5. Make sure the white copy of the DVIR is attached to the work order for the first initial complaint.
 6. Put all finished work orders in the "Complete Work Order" bin.

Ensure the three C's are being addressed:

Complaint Cause Correction

And they are clearly stated and defined on the work order.

If unsure or unable to diagnose a problem with any unit or component within 30 to 40 minutes of starting the work on a repair order

STOP IMMEDIATELY.



And speak to you lead, technician, supervisor, or manager.

You must also define the reason for repair:

For example:

What happened?

Was the damage caused by accident, abuse, normal wear, or vandalism?

Report any type of damage to Management immediately.

In your stories you must be specific and detailed as follows:

1. Complaint – Unit will not start, will check and advise – Oscar.
2. Cause – Found the starter is shorting out.
3. Correction – Removed the bad starter and replaced it with a new one, no core to return – Oscar.

Technicians must remember.

1. Some designated components require vendor preapproval before repairs can begin.

(Prior authorization required)

2. On some designated components, part serial numbers (old and new) must be detailed or written in the solutions story. You will need to write them on the work order.
3. If parts need to be ordered, make sure the request is put into solutions and ask if they are under warranty or not.
4. If a unit is under warranty be careful, check your story and make sure the three C's are detailed on the work order.
5. Parts ordered and used for each repair must match what is needed for the complaint.
6. All batteries must be tested for condition. If no good, they must immediately be immediately tagged for replacement.
7. All cores/parts must be properly marked, and tag filled out.
8. All warrantable parts must be properly tagged.
9. Parts needed to be replaced in their respective assigned locations. Warranty with warranty and cores with cores.



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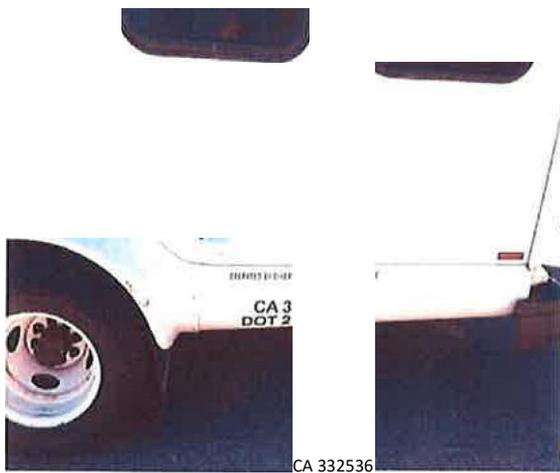
If a part was ordered and wasn't used, it must be returned to the returns area and the parts clerk notified.

1. The parts clerk must be notified immediately.
2. The vendor must be contacted by the parts clerk or management.
3. Shipping or pick up must be arranged by the parts clerk and the vendor. With P.O. attached if needed.
4. Once a credit has been issued by the vendor, it must be credited to the P.O.



EMPLOYEE TRAINING DOT DECAL PLACEMENT

Lettering varies in color depending on the background of the Bus —
Operated by decal is 1" tall, and the DOT Numberings are 2" Tall



CA 332536



Once the Vendors Invoice arrives it will be matched against the Repair Order the Vendor's Work Order or DR and processed for payment.



INVENTORY & SERVICE PROCEDURES

Tahoe Transportation
DISTRICT

TTD EMPLOYEE TRAINING

IN HOUSE VENDOR REPAIRS AND SERVICE PROCEDURES

Vendor Repairs performed with TTD provided parts

There are a number of instances when a vendor is called out to perform repairs on our equipment and TTD Transportation will provide the parts to complete the repairs.

This type of service request can apply to just about any component, but it mostly affects repairs such as hydraulic components, etc. The one component most affected is the Tire Inventory.

If left unmanaged or unchecked; this is one area where we can lose massive amounts of inventory, and cash)

When you call a Vendor to replace tires on a unit in house you must:

Choose a primary Vendor such as the GCR Tire vendor:

Let say you need tires replaced on site due to wear (at 5/32nds Take Off) – and you want the vendor to replace all 8 tires with TTD's stock. First you must make sure to:

- Have the Vendor Information.
- Remember the Vendor must generate and send a Quote for repairs for each unit he is working on and all information must match.
- Call Dan/Leslie at TTD For an outside service PO request prior to the work commencing... A Service Repair Order must be created for Outside Vendor Repairs (PO's will not be issues without Quotes)
- Detail the work being contracted or performed. Tire service mount / dismount only).
- State the quantity of tires being replaced, brand and type. (Recap Drives, U- Drives Used), New Virgin G392SSD, etc.). (TTD Stock).
- Issue the PO to the vendor, he will need to write the PO on the Work Order.

Once the repairs are completed you must review the work for quality as well as the Vendor's work order or DR for accuracy.

- Make sure that the Vendor understands that all work performed must be detailed on his Work Order, the story should read: For example:

CUSTOMER PROVIDED PARTS / 8 NEW VIRGIN DRIVES, GOODYEAR / Bridgestone and the Tire 225/R75x16

- Also account for the casings being removed and ensure we hold on to any and all casings for later RAR review.
- The parts Clerk must Fax or e-mail the Vendors Work Order immediately to Leslie or accounting for processing.

Once the Vendors Invoice arrives it will be matched against the Repair Order the Vendor's Work Order or DR and processed for payment.

The exception would be Managerial Approved over the road Emergency Service" the Invoice and PO request must be processed immediately following the incident.



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PARTS INVENTORY RECEIVING

a. Any and all Products, Parts or Supplies Being Delivered and Received must be monitored by the Parts Clerk and or all personnel at the location.

1. The shipments must be physically counted & verified against the Packing Slip and or Invoice. (This should be done while the delivery driver is present and any discrepancies addressed)
2. The quantity detailed in the invoice / received must be circled if correct.
 - a. If you find a discrepancy while verifying the quantities; draw a single line through the invoiced QTY then write the correct number immediately next it and bring it to the Parts Clerk or Managers attention immediately.
3. Sign the invoice, & make sure to include the time and date received.
4. Invoices and Parts must be entered into Solutions by the Parts Clerk or Manager immediately.
5. When processing invoices into Solutions, Part Numbers, the Manufacturer, quantities, as well as cost must be reviewed for accuracy.

b. All invoices, packing slips, receiving documentation must be turned in to the Parts Clerk or Manager.

Once a product is delivered it must be labeled with the correct part number and stored in their proper BIN location.

Dealing with Outside Vendors

c. Any outside vendors such as Tire, Glass Vendors, towing companies must be checked, re-checked, triple checked and all work monitored.

1. Before you call an outside vendor make sure you have inspected the issue (damage) and are familiar with the work they are being asked to perform.

2. A separate Repair Order must be opened for each unit being assigned to a vendor and the foreman must detail by line what work the vendor is being asked to perform.
 - a. The position, parts and labor performed must be reflected on the Repair Order stories.

Example: Front windshield cracked / needs replacement. (This will be the only repair authorized)

3. The vendors work order must match the line of work assigned on the Work Order Hard Card and stapled together for later processing.
 - a. The work order vendors invoice must match, as well as the parts, labor performed and or time being charged.
 - b. A copy of the vendor's original work order and invoice including the Shops PO Number will be kept on file for a year.

Tire vendors

Tire Vendors must be monitored extensively. A set of shipping and receiving standards has already been established and is in place but.

Any and all discrepancies must be disputed and recorded preferably at the time of delivery. But all must be itemized and brought to the Managers attention immediately.

Appendix E: Contracts issued for Facility Equipment Maintenance Repairs

- 1) IT support